

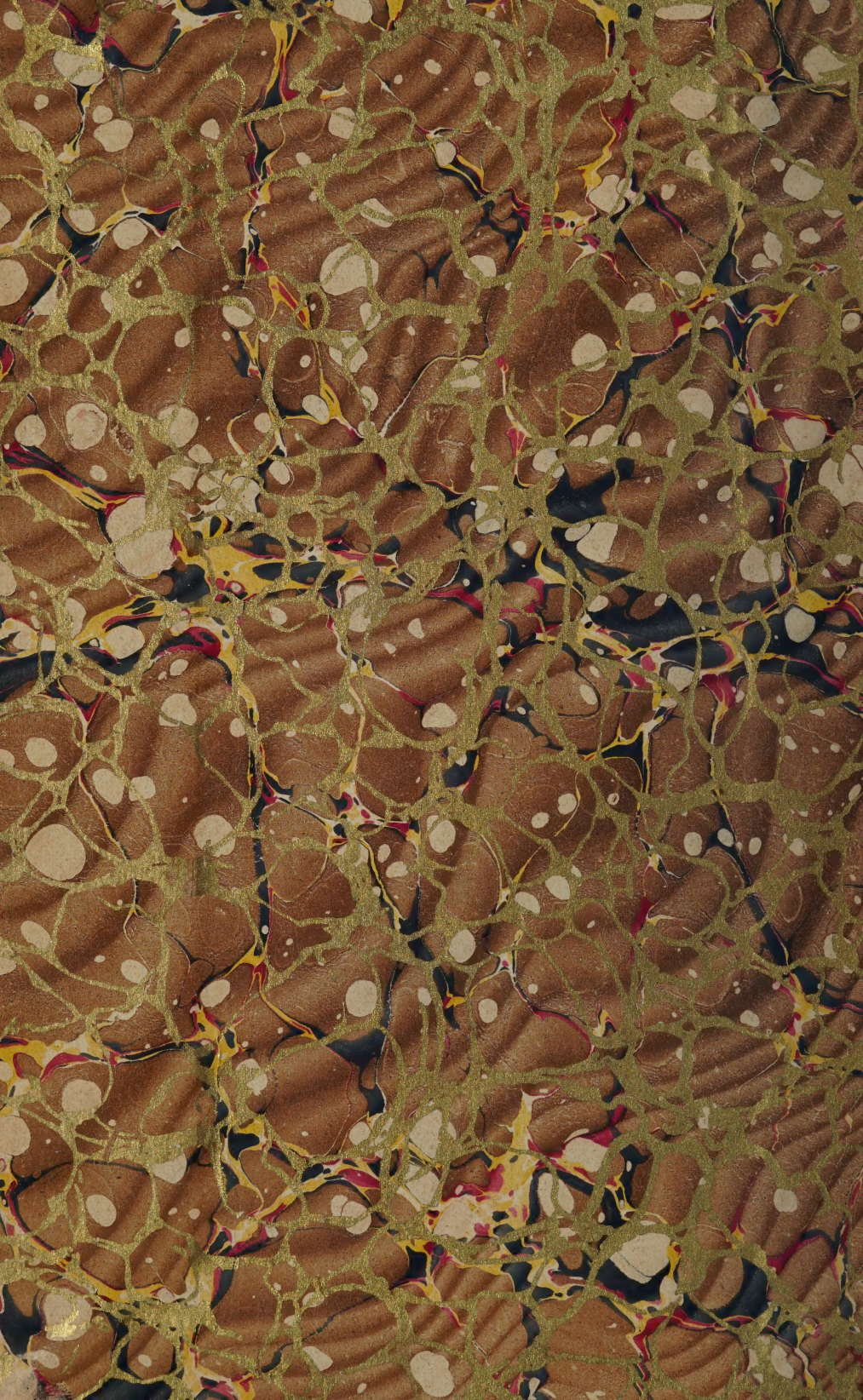
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ANNUAL  
REPORTS

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BOXFORD,  
MASSACHUSETTS









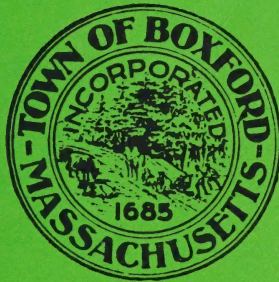






*Asst clerk*

# **1990 Annual Report**



**Boxford, Massachusetts**



## IMPORTANT TELEPHONE NUMBERS

**EMERGENCY** (Police and Fire) ..... 887-8133

### **PUBLIC SAFETY**

Police Department ..... 887-8135

Fire Department ..... 887-8137

Communications Department ..... 887-8136

Dog Officer ..... 887-5760

### **TOWN OFFICES**

Board of Selectmen ..... 887-8181

Accountant ..... 887-8181

Assessors ..... 887-3674

Tax Collector ..... 887-3673

Treasurer ..... 887-3673

Town Clerk ..... 887-8181

Planning/Conservation Office (at Community Center) ..... 887-5661

### **SCHOOL DEPARTMENT**

Superintendent - Boxford ..... 887-8961

Superintendent - Masconomet ..... 887-2323

Superintendent - North Shore Vocational ..... 927-6178

Harry Lee Cole School ..... 887-2856

Spofford Pond School ..... 352-8616

Masconomet ..... 887-2323

### **HEALTH and INSPECTIONS**

Health Director (Sanitary Engineer) (at Community Center) ..... 887-8841

#### **Inspectors:**

Animals ..... 352-6336

Buildings (at Community Center) ..... 887-3270

Gas/Plumbing ..... 887-3270

Wire ..... 887-3270

Animal Control Officer ..... 887-3264

887-8135

### **LIBRARIES**

Boxford Village ..... 887-7323

West Boxford ..... 352-7323

### **POST OFFICES**

Boxford Village (01921) ..... 887-5339

West Boxford (01885) ..... 352-6632

### **DEPARTMENT OF PUBLIC WORKS**

Highway Garage ..... (Communications) 887-8137

(Garage) 352-6555

### **COMMUNITY SERVICES**

Historic Document Center ..... 352-2733

Town Beach (Emergency Only) ..... 352-7033

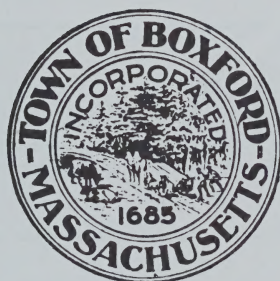
Tri-Town Council on Youth and Family Services ..... 887-6512

Veterans' Agent ..... 682-6378

Council on Aging (at Community Center) ..... 887-3591



**ANNUAL REPORT**  
**OF THE TOWN OF**  
**BOXFORD, MASSACHUSETTS**



**FOR THE YEAR ENDING DECEMBER 31, 1990**







## TOWN OF BOXFORD

### VOLUNTEER APPLICATION

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town committee, please complete the following and forward to:

Board of Selectmen  
Town Hall, 28 Middleton Road  
Boxford, MA 01921

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone    Home \_\_\_\_\_    Office \_\_\_\_\_

Areas of Interest

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Experience that would benefit the town through service on a committee, or expertise helpful to a town committee:

*THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN.*





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# **TOWN OFFICERS**

**Elected**

**Appointed**

**Committees, Boards and Commissions**

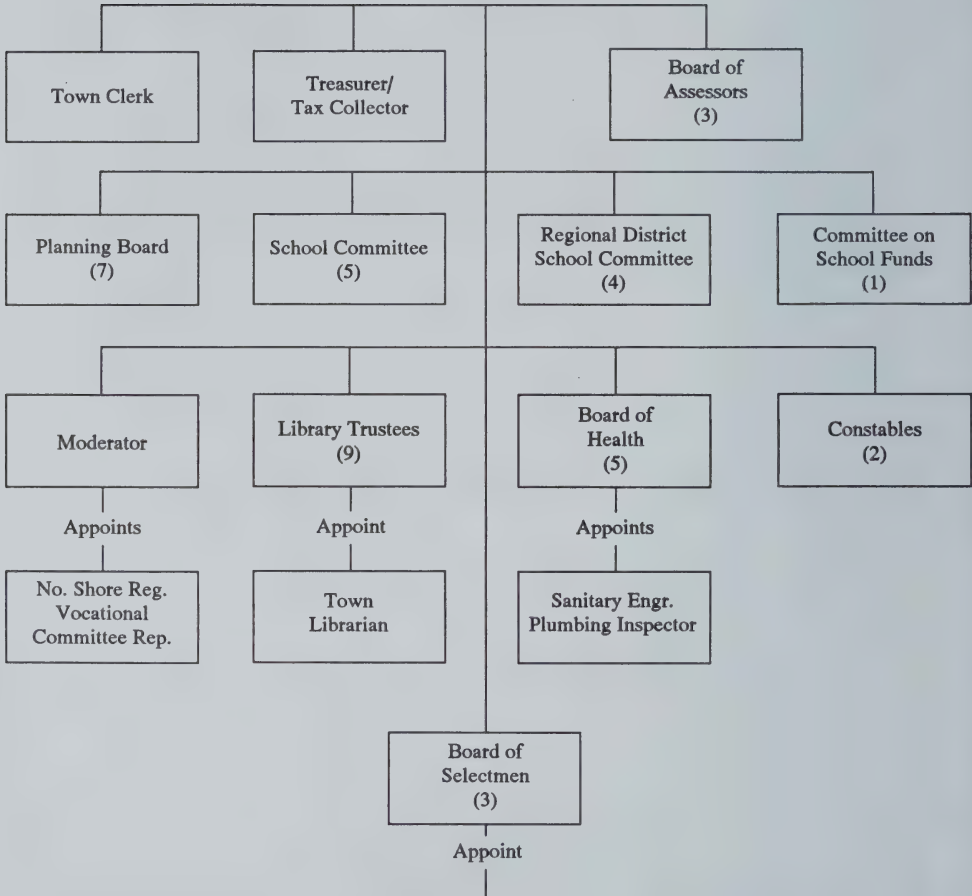
**AD HOC Committees**

**Committee Meeting Schedule**



# Boxford Officials

## VOTERS ELECT



### OFFICERS:

Town Counsel  
Executive Secretary  
Superintendent of  
Public Works  
Police Chief  
Fire Chief  
Town Accountant  
Communications Director  
Civil Defense Director  
Forest Warden  
Dog Officer  
Parking Clerk  
Sealer of Weights  
and Measures  
Town Geologist

### COMMITTEES:

Council on Aging  
Board of Appeals  
Arts Council  
Conservation Commission  
Election Officers  
Fenceviewers  
Finance Committee  
Town Forest Committee  
Historic District Comm.  
Inspector of:  
Animals  
Buildings  
Wires  
Plumbing  
Ipswich River  
Watershed

Personnel Board  
Recreation Committee  
Groundwater Study  
Committee  
Registrars of Voters  
School Building Committee  
Water Resources and  
Drainage Committee

### AD HOC COMMITTEES:

All Building Committees  
Land Acquisition Committee  
Boxford Housing Partnership  
Committee  
Recycling Committee  
Computer Study Committee

## ELECTED TOWN OFFICIALS

MODERATOR	DeWitt Minich (1991)
BOARD OF SELECTMEN	Audrey W. Romasco, Chairman (1991) Robert W. Conroy (1992) Alan J. Benson (1993)
TOWN CLERK	Frank Weatherby (1992)
TREASURER/TAX COLLECTOR	Francis F. Perry (1991)
BOARD OF ASSESSORS	Joan H. Behrens, Chairman (1992) Clinton E. French (1991) Charles W. Nichols (1993)
BOXFORD SCHOOL COMMITTEE	Arthur M. Mushkin, Chairman (1992) Charles Costello (1993) Barry DeNofrio (1993) Mary H. Langer (1991) David A. Smallman (1991)
MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE	Sandra Blaiser (1992) Serina H. Caperonis (1993) Barbara E. Was (1993) Linda J. Wilcox (1991)
PLANNING BOARD	Craig E. Falk, Chairman (1991) Kendall E. Bagge (1994) William Cargill, Jr. (1995) <i>resigned</i> Werner Low (1995) Robert P. Nordstrum (1991) F. Richard Shaw (1993) <i>resigned</i> David B. Woonton (1992)
BOARD OF HEALTH	Richard F. Taylor, Chairman (1993) Louise Kress (1992) John M. Fitch (1991) Nancy A. Pearl (1991) Wayne G. Williams (1993)
TRUSTEES OF THE BOXFORD TOWN LIBRARY	Richard H. Price, Chairman (1993) Charles W. Dorsey (1993) Kathleen B. Gorman (1993) Helen Killam (1991) Enid E. Thuermer (1991) Kathleen J. Ulman (1992) Evelyn West (1992) Nancy C. Woolford (1991)
CONSTABLES - EAST PARISH WEST PARISH	Harold O. Sederquest (1991) David J. White (1991)
COMMITTEE ON SCHOOL FUNDS	Richard P. Chadwick (1955 tenured)



## APPOINTED TOWN OFFICERS

(Town Appointed Officers term runs to June 30, 1991, except as noted)

TOWN COUNSEL	Donald Scutiere
EXECUTIVE SECRETARY	Thomas E. Hauenstein
SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS	Thomas F. Greene
POLICE CHIEF	Douglas A. Warren (tenured)
DEPUTY CHIEF OF POLICE	Gordon A. Russell, Jr.
FIRE CHIEF	Damon J. Dustin
TOWN ACCOUNTANT	William P. O'Brien (1993)
COMMUNICATIONS DIRECTOR	Elizabeth Russell
DIRECTOR OF PUBLIC HEALTH	John Romanski, R.S.
CIVIL DEFENSE DIRECTOR	Edward H. Smith
DIRECTOR OF PUBLIC LIBRARIES	Adele McConaghy
VETERAN'S AGENT (District Director)	Richard E. LaHaye
FOREST WARDEN	Damon J. Dustin
TOWN GEOLOGIST	Richard Z. Gore
ANIMAL CONTROL OFFICER	Diane C. Waters
PARKING CLERK	Thomas E. Hauenstein
SEALER OF WEIGHTS & MEASURES	Normand J. Bedard (resigned)
NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT REPRESENTATIVE	Herbert P. Golub (1993)
ASSISTANT ASSESSOR	Barbara A. King
ASSISTANT TREASURER	Mary E. Bolen
ASSISTANT TOWN CLERK	Patricia A. Shields
DEPUTY TAX COLLECTOR	William Handren
SCHOOL SUPERINTENDENTS	
BOXFORD/TOPSFIELD SCHOOL UNION	Dr. Joseph Connelly
MASCONOMET REGIONAL SCHOOL DISTRICT	Dr. Joseph R. Carroll
NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT	Patricia W. Carlson, Ed.D.

# COMMITTEES, BOARDS AND COMMISSIONS

## COUNCIL ON AGING

G. Edwin Hadley, Chairman (1992)  
 Judith F. Carr (1991)  
 Arthur Gingrande (1992)  
 Lula Gould (1993)  
 Lawrence Holt (1991)  
 Milton W. Knauer (1993)  
 Jane Langton (1991)

## BOARD OF APPEALS

Carlyle W. Thomas, Chairman (1992)  
 Robert H. Clewell (1993)  
 Donald E. Houser (1991)

## BOARD OF APPEALS (Alternates)

Douglas Stuart (1993)  
 Stephen Kokkins (1991)

## ARTS COUNCIL

Ellen J. Runk (1992), Chairman  
 Patricia C. Bertero (1992)  
 Janice M. Charles (1992)  
 Jeanette W. Crimi (1992)  
 Nancy Kucera (1992)  
 Lee Oravec (1992)  
 Marion A. Saia (1992)

## CONSERVATION COMMISSION

David Trask, Chairman (1993)  
 Kevin F. Bell (1992)  
 Russell T. Hopping (1991)  
 Gerard D. Irmer (1991)  
 Chester A. Riley (1992)  
 Werner Low (1991)  
 David White (1992)  
 JoAnne Weldon (Alternate)

## ELECTION OFFICERS

### Precinct I

### Democrat

Wendy L. Belinsky  
 Irene Decoulos  
 Joan F. Tarleton  
 Elizabeth L. Strong

### Republican

Arthur Gingrande  
 Ethel M. Houser  
 Eleanor Becker  
 Barbara Ross

### Precinct II

Joyce Chub  
 Phyllis A. Leonard  
 Helen McLaughlin  
 Joyce A. Scutiere

Victoria M. Hubbard  
 Marilyn H. May  
 Marion R. Musial  
 Susan Price

## FENCEVIEWERS

Board of Selectmen

## FINANCE COMMITTEE

Ruth N. Bortzfield, Chairman (1992)  
 Robert B. Beahm (1993)  
 William F. Carney (1991)  
 Manuel J. DeSouza (1991)  
 Kenneth Littlefield (1993)  
 Peter K. Race, Chairman (1993)  
 Winston J. Rose (1992)

## TOWN FOREST COMMITTEE

Ernest W. Little (1991)



BOXFORD BAY CIRCUIT PROGRAM  
COMMITTEE

Alison Chase (1991)  
Alexander Gillman (1991)  
Susan Goodwin (1991)  
Beverly W. Ingalls (1991)  
Nancy Merrill (1991)  
Mel Prohl (1991)  
Joanne Weldon (1991)

HISTORIC DISTRICT COMMISSION

Susan Peterson, Chairman (1991)  
Thomas E. Cargill (1993)  
Peter B. Loring (1992)  
Theodore R. Parsons (1992)  
William J. Rossi, Jr. (1992)

HISTORIC DISTRICT COMMISSION  
(Alternates)

Albert C. Imhoff, Jr. (1992)  
Nancy N. Merrill (1991)  
Frances P. Nelson (1993)

INSPECTORS:

ANIMALS  
BUILDING  
HEALTH  
GAS/PLUMBING  
ELECTRICAL

Allison A. Hayes (352-6336)  
Kevin Wood (887-3270)  
John Romanski (887-8841)  
William S. Crowell (530-1084)  
John P. Thompson (688-0183)

IPSWICH RIVER WATERSHED  
DISTRICT COMMISSION

Jennie Bridge (1991)

PERSONNEL BOARD

Julie G. Phalen, Chairman (1992)  
Charles J. Caperonis (1991)  
Arthur J. Dischino (1991)  
Julia L. Quinn (1991)  
John G. Thatcher, Jr. (1992)

POLICE DEPARTMENT

Douglas A. Warren, Chief  
Gordon A. Russell, Jr., Deputy Chief  
  
Paul M. Bates, Sergeant  
Ronald Giovannacci, Sergeant  
William G. Decoff, Patrolman  
Robert D. Hazelwood, Patrolman  
John D. Iannazzo, Patrolman  
Bruce Allen Klinger, Patrolman  
Thomas J. Nentwig, Patrolman  
Ronald L. Theokas, Patrolman  
Brian Williams, Patrolman  
  
Joseph P. Bogigian, Reserve  
Mathew C. Donovan, Reserve  
Francine J. Gaynor, Reserve  
Susan J. Longo, Reserve  
Timothy E. Nangle, Reserve  
Peter G. Orlando, Reserve  
Paul E. Polansky, Reserve  
Harold W. Trombly, Reserve  
John C. VanLoon, Reserve  
  
Joan A. Goldsmith  
Harold Sederquest, Special  
Betty P. Shaw, Special

## RECREATION COMMITTEE

Richard R. Kinney, Chairman (1993)  
Kenneth Felton (1991)  
Susan Goodwin (1991)  
Beverly Ingalls (1992)  
Wendy C. Madden (1993)  
Nancy N. Nerrill (1991)  
Janis A. Smallman (1993)

## RECYCLING COMMITTEE

Teri Allen (1991)  
Carole C. Fitch (1991)  
Louise B. Kress (1991)  
Karen L. Sheridan (1992)  
Betty Strong (1992)

## REGIONAL RECYCLING COMMITTEE

Teri Allen  
Carole C. Fitch  
Karen L. Sheridan

## REGISTRAR OF VOTERS

Frank H. Weatherby, Clerk  
George A. Gould (1992)  
Marie Markley (1991)  
Anne C. Mannheim (1993)

## ASSISTANT REGISTRARS

Mary E. Bolen (1991)  
Patricia A. Shields (1991)

## SCHOOL BUILDING COMMITTEE

Charles Costello, Chairman (1993)  
Barry DeNofrio (1991)  
Eugene Connor (1994)  
Richard D. Daly (1991)  
Jan E. Gustafson (1991)  
Charlotte D. Smallman (1991)  
David Smallman (1991)

## AD HOC COMMITTEES

### GROUNDWATER STUDY COMMITTEE

Joanna Daniel (1991)  
Joseph R. Fallon (1990)  
John M. Fitch (1990)  
Gerard D. Irmer (1991)  
Richard Shaw (1991)  
Richard Tomczyk (1991)

### LAND ACQUISITION COMMITTEE

Ruth N. Bortzfield (1991)  
Robert W. Conroy (1991)  
David B. Woonton (1991)

### MUNICIPAL BUILDING COMMITTEE

(Pending appointments)

### BOXFORD HOUSING PARTNERSHIP COMMITTEE

Enid E. Thuermer, Chairman  
Craig Falk  
Louise B. Kress  
Audrey W. Romasco  
Carlyle W. Thomas



## BOXFORD COMMITTEE MEETINGS

BOARD OF SELECTMEN	Monday	7:30 PM	Town Hall
BOARD OF ASSESSORS	2nd & 4th Wednesday	7:00 PM	Town Hall
BOXFORD SCHOOL COMMITTEE	2nd & 4th Thursday	7:30 PM	Spofford Pond School
MASCONOMET SCHOOL COMMITTEE	1st & 3rd Wednesday	7:30 PM	Masconomet
NORTH SHORE VOCATIONAL SCHOOL COMMITTEE	1st & 3rd Thursday	7:45 PM	North Shore Regional
PLANNING BOARD	1st & 3rd Wednesday	7:30 PM	Community Center
BOARD OF HEALTH	2nd Wednesday	7:30 PM	Town Hall
LIBRARY TRUSTEES	4th Thursday	8:00 PM	Boxford Village or West Boxford Library
BOARD OF APPEALS	4th Thursday	7:30 PM	Town Hall
PERSONNEL BOARD	1st Wednesday	7:30 PM	Town Hall
CONSERVATION COMMISSION	2nd & 4th Thursday	7:30 PM	Community Center
COUNCIL ON AGING	2nd Tuesday	7:30 PM	Community Center
FINANCE COMMITTEE	As posted		Town Hall
HISTORIC DISTRICT COMMISSION	As posted		Community Center
RECREATION COMMITTEE	As posted		Town Hall
ARTS COUNCIL	As posted		Town Hall
CABLE TV ADVISORY	As posted		Town Hall
LAND ACQUISITION COMMITTEE	As posted		Town Hall
GROUNDWATER STUDY COMMITTEE	As posted		Town Hall
BOXFORD HOUSING PARTNERSHIP COMMITTEE	As posted		Town Hall
RECYCLING COMMITTEE	As posted		Town Hall

# **GENERAL GOVERNMENT**

**Board of Selectmen**

**Town Counsel Report**

**Perley-Parkurst-Cole Memorial  
Trust Fund Guidelines**

**Personnel Board**

**Boxford Housing Partnership Committee**

**Cable-TV Advisory Committee**



**SELECTMEN'S OFFICE STAFF**

Marion Musial; Thomas Hauenstein, Executive Secretary; Betty Mahony (Photo by Bill O'Brien)



## BOARD OF SELECTMEN

Once again, the Board of Selectmen faced a year overshadowed by fiscal constraints. Early in 1990 it became apparent that we would be forced to seek overrides from the townspeople if we were to maintain services. We were appreciative of the voters' response in passing four override questions in March, one for funding of the Council of Aging outreach worker, one for retaining a policeman, one for funding a portion of the Masconomet Regional School budget, and one for funding a portion of the Boxford elementary school budget. Yet even as the year came to a close, the spectre of fiscal difficulties in the upcoming year loomed on the horizon.

In response to our financial difficulties, the Board of Selectmen voted to put the question of membership in the Essex County Mosquito Control District before the voters at Annual Town Meeting. While this item represented a valued service to many, the argument that it was an uncontrollable escalating cost with debated environmental impacts seemed to sway the townspeople as they elected to withdraw from the district.

Annual town meeting also voted, after years of debate, to install a state-of-the-art underground fuel storage tank, thereby putting to rest the debate over refueling cruisers out of town and expensive retail gasoline prices.

Husbanding our resources extended not only to our budget, but also to our sanitary landfill as we reinstituted an expanded recycling program. Opened in July, the recycling center has exceeded everyone's expectations in collecting glass, newspapers, aluminum, mixed metals and certain plastics. Despite early disappointments with a hauler, the Recycling Committee has persevered and participation in the program continues to grow. The Board of Selectmen and the Town owes a hearty round of applause to these dedicated committee members.

We accepted with regret the resignation of Bob Hughes as the Animal Control Officer. After twenty years of his unstinting service to the Town, it was difficult to replace him. Perhaps taking for granted his presence, we were acutely aware of his absence. Late in the year, we were fortunate to fill the vacancy by appointing another native of Boxford, Diane Waters.

Midway through the year, the Board was faced with the imminent closure of Hunt Hospital which received the ambulance service from the eastern half of Town. For several weeks, we were very concerned that the hospital's closing would result in longer trips to Beverly or the ultimate loss of the ambulance service for east Boxford. Happily, Beverly Hospital bought Hunt and has maintained a 24 hour emergency service where our ambulance service continues to be based.

Adding to our sense of security was a successful Mass Casualty Incident conducted by the Boxford Fire Department on April 21, 1990. This event, simulating a school bus disaster, coordinated the police department, communications, fire department, area ambulances and hospitals. We were gratified, though not surprised, to learn that our departments received excellent evaluations from the Commonwealth for their efficient response to the event.

We were please to have Boxford participate as a crucial link in the Bay Circuit program. The concept of a natural beltway linking open spaces surrounding metropolitan Boston was conceived many years ago, but has been rejuvenated in recent years as development pressures have endangered the open space. The circuit will preserve natural wildlife habitats and offer passive recreation opportunities for Boxford residents for generations to come.

Finally and not least, for those "couch potatoes among us, cable television came to Boxford. By year's end, many viewers anticipated watching the Board of Selectmen live in 1991, meanwhile enjoying a wide variety of channels and reception heretofore unattainable in Boxford.

In a year fraught with budget and cash flow problems, it often seems that the duties of the Board of Selectmen revolve only on fiscal issues. While this is an increasingly large part of our agenda, we can look back with satisfaction to these other accomplishments in 1990.

## TOWN COUNSEL REPORT

### Court Activity:

1. Town, et al. v. D.E.Q.E.  
Supreme Judicial Court SJC 5083  
(Judgment for D.E.Q.E.)
2. North Shore Survival, Inc. v. Town (Board of Appeals)  
Superior Court 87-1699  
(pending)
3. Town v. Robert A. Lepito, Jr., et al (Cons. Comm.)  
Superior Court 87-4049  
(pending)
4. Town of Boxford v. Town of Topsfield (Lockwood Lane)  
Superior Court 88-2824  
(Judgment for the Town of Boxford)
5. Sood, et al v. Town (Planning Board)  
Superior Court 89-1956  
(settled by agreement)
6. Spiliotis, et al v. Town (Board of Appeals)  
Superior Court 90-551  
(settled by agreement)
7. Planning Board v. Board of Appeals (Dole Hill Subdivision)  
Superior Court 90-1720  
(pending)
8. Falzone, Trustee v. Town (Cons. Comm.)  
Superior Court C.A. 90-2648  
(settled by agreement)

Donald J. Scutiere  
Town Counsel

## **1990 PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND AWARDS**

### **MASCONOMET SCHOLARSHIP FUND AWARDS: \$5,000.00**

Stuart William Baur	1,000.00
Todd David Gregory	1,000.00
Amy Elizabeth Hanser	1,000.00
Adam Patrick Regan	1,000.00
John Frederick Regan	1,000.00

### **SELECTMEN'S SCHOLARSHIP AWARDS**

Lisa J. Barry	800.00
Mark R. Barry	600.00
David R. Gavron	600.00
Alexander B. Gillman	1,000.00
Patrick K. Harvey	600.00
Elena J. Maccarone	1,000.00
Sandra J. Musial	800.00
Wendy Sue Pearl	1,000.00
Laurie A. Pearsall	1,000.00
Shawn M. Perkins	600.00
Millie Zinck	800.00

### **SCOUTING ORGANIZATIONS**

Hamilton Brownie Troop	393.07
Hamilton Boy Scout Troop 35	700.00
Boxford Boy Scout Troop 51	650.00
Boxford Cub Scout Pack 41	570.00
Boxford Brownie Troop 221	100.00

<b>TOTAL AWARDS FOR 1989</b>	<b>\$16,213.07</b>
------------------------------	--------------------

### **TOWN OF BOXFORD SCHOLARSHIP FUND**

Melissa Vicky Cleland	300.00
Kimberly Alyssa White	300.00



# GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND

## GENERAL GUIDELINES:

1. This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:
  - To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have **completed** their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.
  - To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.
  - To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Selectmen may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.
  - To assist and encourage private or public organizations in the Towns of Boxford and Hamilton which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as Selectmen of the Town of Boxford deem necessary.
2. Any organizations requesting funds must specify that the funds will benefit **ONLY** children from Boxford, or Scout Troops from **BOXFORD OR HAMILTON**. Funds may **not be spent on adults** at any time.
3. Applications to the PPCMTF should be in the form of a **letter** to the Board of Selectmen. Requests for funds will be accepted through February 1 of the award year. Selectmen will conduct interviews of all applicants from February 1 through March 31, and will notify all applicants of their award status in late March and April.

Requests received **after February 1** will not be accepted, but will be considered for the next award period, providing the request is not withdrawn before the following year, February 1.
4. Any request which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.
5. All requests for funds, as well as any questions, should be directed to:

PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND  
c/o Executive Secretary  
Town Hall, 28 Middleton Road  
Boxford, MA 01921  
(508) 887-8181

## GUIDELINES FOR INDIVIDUALS

1. The sum of \$5,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:

- \$1,000.00 scholarships distributed to (5) students
- Scholarships to be paid to the student's post-secondary school in four (4) equal installments - at the beginning of each semester over the two year period.
- Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship one year. At the end of that year, the scholarship reverses back to the scholarship fund.
- Masconomet scholarships are to be distributed based on need and academic performance.
- All applicants who are high school seniors at Masconomet, must apply directly to:

MASCONOMET SCHOLARSHIP FUND  
c/o Richard Dussault, Assistant Superintendent  
Masconomet Regional High School  
RFD  
Topsfield, MA 01983

2. A small sum of money will be reserved by the Selectmen each year to be distributed to Boxford students graduating from private schools, and Boxford High School graduates entering or currently enrolled in the college, junior college, post graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

All individual students applying to the Selectmen for a scholarship, should submit the following information:

- High School Transcript (if you are in your first or second year of college).
- Current College Transcripts (all years)
- Breakdown of your costs for the school year
- Breakdown of your income toward college costs
- List of activities, which you have been involved with, within the Town of Boxford or at your school.

The Selectmen's Discretionary Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.

## GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS

1. Scout Troops are requested to provide the following information:
  - Leader's name, address and telephone number
  - Number of Scouts in troop
  - Number of non-Boxford resident scouts
  - Specific request for funds; include amount requested, detail of equipment, activity, reason, etc.
  - Date by which funds are needed.
2. Scout Troops are requested to apply individually.
3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.
4. Although the Selectmen would prefer awards for capital or lasting equipment, they also recognize the need for educational trips which are required for badges and advancement. Selectmen will take these concerns into consideration in their review of pertinent applications.



## PERSONNEL BOARD - ANNUAL REPORT

The fiscal restraints on the Town as a result of the dire economic tales at the state level has left the Personnel Board with an unpleasant task this year. Our hope was to conclude the third pay adjustment in as many years to our non-contractual employees. The Massachusetts Municipal Association had prepared a survey for us in 1988 of the wages and salaries of similar neighboring towns. It was from this survey that we had made our determinations for fiscal year 1990 salaries to be readjusted over the next two years.

Conscious of the fact that most towns were struggling with their finances in the Fall, the Personnel Board contacted each town from the 1988 survey. Ten towns replied. It was apparent from the responses that minimal raises had been given and, in some towns, a salary freeze was in effect. As a result, the Boxford pay scale had moved well within the range of our neighbors.

The salary proposal in front of the Town in May is for a 2.8% raise for each non-contractual employee who has satisfactorily worked for the Town for at least 90 days. This translates to a one step increase on the pay matrix as voted at the May Town Meeting last year. The Personnel Board hopes this small raise for our employees will be passed at the Town Meeting.

Julie Phalen, Chairman  
Arthur Dischino, Vice Chairman  
Charlie Caperonis  
John Thatcher  
Denny Quinn

## BOXFORD HOUSING PARTNERSHIP

The Partnership, comprised of a member of the Boards of Appeals Health, Planning, Selectmen and a member-at-large, realized one of its goals this year with the formulation of written criteria for the development of affordable housing for Boxford. The BHP believes that the increased density necessary to accommodate affordable housing creates health, environmental, safety and aesthetic concerns that require special criteria.

Andrews Farm, the first affordable housing development to be presented to the Zoning Board of Appeals for a comprehensive permit, was approved on February 1, 1990. The board's decision was challenged in court and this action delayed start of construction until the suit was recently settled.

Due to the significant down turn in the real estate market and lack of available state funding, there was a marked decrease in interest among developers in pursuing affordable housing. Douglas Conn, the developer of Andrews Farm, is now in the process of amending his permit to the ZBA and applying to the state under the Local Initiative Program rather than the former Home Ownership Program.

The BHP has recommended that the Selectmen endorse and join in this application, which has been done. Together we look forward to the successful completion of the project.

Enid Thuermer, Chairman  
Craig Falk  
Louise Kress  
Audrey Romasco  
Carlyle Thomas

## BOXFORD CABLE TV COMMITTEE

Boxford's Cable TV System became completely operational in 1990. This new subscriber service was made available to every residence. With the completion of the system, a long tedious and sometimes difficult process was concluded. A fifteen year license, granted to Continental Cablevision, began in accordance with necessary procedures, documentation, meetings and as noted in last year's CABLE TV ADVISORY COMMITTEE report to the town.

The Cable TV System is brought to Boxford at no cost to the town and actually provides a small source of revenue along with this long sought amenity. An additional benefit/feature of our system is the 'Institutional Loop' - which interconnects our town/public buildings, independent of the residential TV system, via a distinct and separate system. Further, a character generator has been placed in the Boxford Town Hall for the purpose of providing public notices and information concerning other town events to cable subscribers. Also, residents may now watch Selectmen's and other important meetings on the Boxford TV Channel. Finally, a new state-of-the-art TV studio has been developed at Masconomet and new audio/video equipment provided to the Boxford Elementary School system - again at no cost to the town.

Leonard S. Rose, Chairman  
Joseph Cameron  
Nathaniel Coolidge



# **TOWN CLERK**

**Town Clerk**

**Report of 1990 Annual Town Meeting**

**Report of 1990 Special Town Meetings**

**Record of Births**

**Record of Marriages**

**Record of Deaths**

**Licenses and Permits**

## TOWN CLERK

This was another heavy election year with a special override election in March drawing 1677 voters, the Annual Town Election in May (622 voters), the State Primary in September (1308 voters) and the gubernatorial state election in November (3400 voters). The Cole School was the polling place for both state elections. Favorable comments were received from voters for efficiency and convenience.

The optical scanning voting system has now been used by voters for five elections and proven to be a great time-saver for them and election officials.



**TOWN CLERK'S OFFICE**  
Frank H. Weatherby, Town Clerk



**TOWN CLERK'S OFFICE**  
Patricia Shields, Assistant Town Clerk

## ANNUAL TOWN MEETING MAY 8, 1990

Voters of the Town of Boxford met at the Masconomet Regional High School Auditorium on Tuesday, May 8, 1990. Moderator DeWitt T. Minich called the meeting to order at 8:01 p.m. The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To hear and act on the reports of the Town Officers and Committees.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to receive and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed.

**ARTICLE 2.** To see if the Town will vote to amend various portions of Article 5 of its bylaws, known as the Personnel Bylaw, by deleting the Classification Plan, and Pay Matrix of Section 9.

"Position Classes: Salary, Wages and Miscellaneous Compensation Schedules" and replacing it with the Classification Plan and Pay Matrix as submitted by the Personnel Board as printed in this warrant; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend various portions of Article 5 of the bylaws, known as the Personnel Bylaw, by deleting the Classification Plan, and Pay Matrix of Section 9, "Position Classes: Salary, Wages and Miscellaneous Compensation Schedules" and replacing it with the Classification Plan and Pay Matrix as submitted by the Personnel Board as printed in this warrant.

The Finance Committee recommended adoption of this article.

**ARTICLE 3.** To act on the proposed budget and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for use of several departments for fiscal year 1991, to wit: General Government, Finance, Public Safety, Education, Town Maintenance and all other necessary proper expenses during said fiscal year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend the Planning/Conservation Commission Office FY 1991 Budget to \$20,349.

Finance Committee Member Peter Race addressed the Town Meeting to give a financial overview of the Town.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, the sum of \$317,064 for General Government.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, the sum of \$170,672 for Finance.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, the sum of \$852,801 for Public Safety.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, the sum of \$4,824,985 for Education.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, the sum of \$515,952 for Town Maintenance.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, the sum of \$41,624 for Inspectors.

Upon motion made and duly seconded, it was VOTED- by unanimous voice vote, the sum of \$409,365 for Insurance and Pensions.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$6,992,965 and to transfer from Free Cash the sum of \$139,498 for a total of \$7,132,463 for the FY 1991 Budget.

The Finance Committee recommended adoption of this article.

**ARTICLE 4.** To see if the Town will vote to appropriate from the Wetlands Protection Act fees collected, a sum of money to the fiscal year 1991 Conservation Commission operating budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to appropriate from the Wetlands Protection Act fees collected in the sum of \$4,390 to the FY 1991 Conservation Commission office budget.

**ARTICLE 5.** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1, 1990 in accordance with the provisions of the General Laws, Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period less than one year in accordance with the General Laws, Chapter 44, Section 17; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the fiscal year beginning July 1, 1990, in accordance with the provisions of the General Laws, Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period less than one year in accordance with the General Laws, Chapter 44, Section 17.

The Finance Committee recommended adoption of this article.

**ARTICLE 6.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$150,000 to fund the repair and maintenance of various roads in the Town, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count, 198 in favor and 108 opposed, to defeat the article.

(A 2/3 vote was needed to pass the article.)

The Finance Committee recommended adoption of this article.

**ARTICLE 7.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$125,000 to Purchase a bucket track bulldozer or similar equipment for the Department of Public Works, and to authorize the Board of Selectmen to trade or dispose of the John Deere 655 and Cat DH6 bulldozer in any manner which they deem advisable, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer \$1,020.00 from Article #11 of the May 14, 1985 Annual Town Meeting; \$496.28 from Article #18 of the May 13, 1986 Annual Town Meeting; \$2,970.64 from Article #8 of the October 14, 1986 Special Town Meeting; \$699.00 from Article #10 of the May 12, 1987 Special Town Meeting; \$500.00 from Article #21 of the May 12, 1987 Special Town Meeting; \$2,791.35 from Article #1 of the May 10, 1988 Annual Town Meeting; \$2.00 from Article #14 of the May 10, 1988 Annual Town Meeting; \$500.00 from Article #25 of the May 10, 1988 Annual Town Meeting; \$2,000.00 from Article #6 of the May 10, 1988 Annual Town Meeting; \$25,000.00 from Article #28 of the May 11, 1988 Annual Town Meeting; \$15,000.00 from Article #46 of the May 18, 1988 Annual Town Meeting; \$1,094.95 from



Article #2 of the July 14, 1987 Special Town Meeting; \$332.20 from Article #1 of the August 9, 1988 Special Town Meeting; \$118.65 from Article #13 of the March 7, 1989 Special Town Meeting; \$69.11 from Article #2 of the May 9, 1989 Special Town Meeting; \$.25 from Article #9 of the May 17, 1989 Annual Town Meeting; \$563.00 from Article #14 of the May 17, 1989 Annual Town Meeting; \$376.00 from Article #20 of the May 17, 1989 Annual Town Meeting and \$53,766.57 from Free Cash for a total of \$107,300 for the purpose of funding the purchase of a bucket track bulldozer or similar equipment for the Department of Public Works, and to authorize the Board of Selectmen to trade or dispose of the John Deere 655 and Cat DH6 bulldozer in any manner which they deem advisable, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 8.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the construction, necessary equipment and operating costs for a recycling facility to prolong the life of the landfill; or take any other action thereon,

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$20,850 for the construction, necessary equipment and operating costs for a recycling facility to prolong the life of the landfill.

The Finance Committee recommended adoption of this article.

**ARTICLE 9.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$12,000 for the purpose of funding a Household Hazardous Waste Disposal Day, said funds to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer \$160.75 from Article #38 of the May 12, 1987 Annual Town Meeting; \$535.75 from Article #3 of the August 9, 1988 Special Town Meeting; \$5,673.25 from Article #27 of the May 17, 1989 Annual Town Meeting; and \$5,630.25 from Free Cash for a total of \$12,000 for the purpose of funding a Household Hazardous Waste Disposal Day, said funds to be expended under the direction of the Board of Health.

The Finance Committee recommended adoption of this article.

Moderator Minich declared a short recess at 9:30 p.m. The Annual Town Meeting was reconvened at 9:40 p.m.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to reconsider ARTICLE #6.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$150,000 to fund the repair and maintenance of various roads in the Town, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 10.** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund the purchase of a set of three (3) hydraulic rams, one manifold for the Hurst tool "Jaws of Life" and one Fold a Tank for the Fire Department, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$4,896 to fund the purchase of a set of two (2) hydraulic rams, one manifold for the Hurst tool "Jaws of Life" and one Fold a Tank for the Fire Department, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 11.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the purchase of an above ground or in ground gasoline storage facility to be used by the Fire Department, Police Department and Department of Public Works, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote to transfer from Free Cash the sum of \$41,000 to fund the purchase of an above ground or in ground gasoline storage facility to be used by the Fire Department, Police Department and Department of Public Works, said funds to be expended under the direction of the Board of Selectmen.

**ARTICLE 12.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase a Base Station, Antenna, cables, etc. to be placed at the West Fire Station to improve the quality of communications with mobile and portable units in the "northern" most area of Town, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$8,500 to purchase a Base Station, Antenna, cables, etc., to be placed at the West Fire Station to improve the quality of communications with mobile and portable units in the "northern" most area of Town, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 13.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$18,000 to purchase and equip one police cruiser, and to authorize the Board of Selectmen to trade or dispose of the existing vehicle in any manner which they deem advisable, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$15,000 to purchase and equip one police cruiser, and to authorize the Board of Selectmen to trade or dispose of the existing vehicle in any manner which they deem advisable, said funds to be expended under the direction of the Board of Selectmen.

**ARTICLE 14.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$2200 to purchase a personal computer and associated equipment and/or supplies for the Planning/Conservation office as recommended by the Computer Study Committee, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to defeat this article.

The Finance Committee recommended adoption of this article.

**ARTICLE 15.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to replace the roof and storm windows and screens on the West Boxford Library, and to purchase an air conditioner for the Boxford Village Library; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to postpone action on this article until the second evening of this annual Town Meeting.

The Finance Committee recommended adoption of this article.

**ARTICLE 16.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$1300 to set the bounds at the entrance to the Town's land at Wildcat Reservation at two points; (1) at the intersection of Ipswich Road and; (2) at the point where the entrance meets the "body" of the parcel; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote and confirmed by a show of hands, to defeat this article.

**ARTICLE 17.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$9,770.73 to additionally compensate the McGregor-Smith Laidlaw Motor Coach Company for providing ten (10) school buses for the transportation of school children to and from the Boxford Elementary Schools for the 1990-1991 school year, said funds to be expended under the direction of the Board of Selectmen, with the advice of the School Committee; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to pass over this article.

The Finance Committee did not recommend adoption of this article.

**ARTICLE 18.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase testing equipment for underground fuel storage tanks, said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 187 in favor and 68 opposed, to postpone action on this article until the second night of this annual Town Meeting.

**ARTICLE 19.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$12,650 for the support of the Tri-Town Council on Youth and Family Services, Inc., said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from the Reserve for Extraordinary and Unforeseen Expenditures the sum of \$12,650 for the support of the Tri-Town Council on Youth and Family Services, Inc., said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 20.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$750 for the purpose of participation in the Help for Abused Women and their Children (HAWC) program, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from the Reserve for Extraordinary and Unforeseen Expenditures the sum of \$750 for the purpose of participation in the Help for Abused Women and their Children (HAWC) program, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 21.** To see if the Town will vote to withdraw from membership in the Essex County Mosquito Control Project, pursuant to the provisions of Chapter 516 of the Acts of 1958; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote and confirmed by a show of hands, to withdraw from membership in the Essex County Mosquito Control Project; pursuant to the provisions of Chapter 516 of the Acts of 1958.

The Finance Committee recommended adoption of this article.



**ARTICLE 22.** To see if the Town will vote to establish the following schedule of fees for the sealing of the following weighing or measuring devices, adopted pursuant to M.G.L. Chapter 98, Section 56:

- (a) Each scale with a weighing capacity of more than ten thousand pounds, fifty dollars.
- (b) Each scale with a weighing capacity of five thousand to ten thousand pounds, thirty dollars.
- (c) Each scale with a weighing capacity of one thousand to five thousand pounds, twenty dollars.
- (d) Each scale with a weighing capacity of one hundred to one thousand pounds, ten dollars.
- (e) Scales and balances with a weighing capacity of more than ten pounds and less than one hundred pounds, six dollars.
- (f) Scales and balances with a weighing capacity of ten pounds or less, five dollars.
- (g) Each liquid capacity measure, except vehicle tanks, of the capacity of more than one gallon and measures on pumps, eighty cents.
- (h) Each liquid measuring meter, except water meters, the diameter of the inlet pipe of which is one half inch or less, four dollars, more than one half inch but not more than one inch, eight dollars; for each such type of liquid measuring meter, the diameter of the inlet pipe of which is more than one inch, the following shall apply, vehicle-tank pump sixteen dollars, vehicle-tank gravity twenty dollars, bulk storage forty dollars, bulk storage user furnishes certified prover twenty dollars.
- (i) Each taximeter or measuring device used upon vehicles to determine the cost of transportation, eight dollars.
- (j) Each machine or other mechanical device used for determining linear or area measurement, five dollars; except for yard sticks and tapes, fifty cents.
- (k) Milk bottle or jars, eight dollars per gross.
- (l) Vehicle tanks used in the sale of commodities by liquid measure shall be charged for each hundred gallons or fraction thereof, two dollars. An additional fee of four dollars per sealed indicator shall be received.
- (m) All weights and other measures, one dollar each; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote to establish the following schedule of fees for the sealing of the following weighing or measuring devices, adopted pursuant to M.G.L. Chapter 98, Section 56, as printed in the warrant for this annual Town Meeting:

- (a) Each scale with a weighing capacity of more than ten thousand pounds, fifty dollars.
- (b) Each scale with a weighing capacity of five thousand to ten thousand pounds, thirty dollars.
- (c) Each scale with a weighing capacity of one thousand to five thousand pounds, twenty dollars.
- (d) Each scale with a weighing capacity of one hundred to one thousand pounds, ten dollars.
- (e) Scales and balances with a weighing capacity of more than ten pounds and less than one hundred pounds, six dollars.
- (f) Scales and balances with a weighing capacity of ten pounds or less, five dollars.
- (g) Each liquid capacity measure, except vehicle tanks, of the capacity of more than one gallon and measures on pumps, eighty cents.
- (h) Each liquid measuring meter, except water meters, the diameter of the inlet pipe of which is one half inch or less, four dollars, more than one half inch but not more than one inch, eight dollars; for each such type of liquid measuring meter, the diameter of the inlet pipe of which is more than one inch, the following shall apply, vehicle-tank pump sixteen dollars- vehicle-tank gravity twenty dollars, bulk storage forty dollars, bulk storage user furnishes certified prover twenty dollars.
- (i) Each taximeter or measuring device used upon vehicles to determine the cost of transportation, eight dollars.
- (j) Each machine or other mechanical device used for determining linear or area measurement, five dollars; except for yard sticks and tapes, fifty cents.
- (k) Milk bottle or jars, eight dollars per gross.



- (l) Vehicle tanks used in the sale of commodities by liquid measure shall be charged for each hundred gallons or fraction thereof, two dollars. An additional fee of four dollars per sealed indicator shall be received.
- (m) All weights and other measures, one dollar each.

The Finance Committee recommended adoption of this article.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to adjourn the meeting at 10:58 p.m. to a time certain, Wednesday, May 9, 1990, 7:30 p.m., at the Masconomet Regional High School auditorium.

Registered voters attending the meeting were 345.

## ADJOURNED ANNUAL TOWN MEETING

### May 9, 1990

Voters of the Town of Boxford again met at the Masconomet Regional High School auditorium on Wednesday, May 9, 1990. With a quorum being present, Moderator DeWitt T. Minich called the second session of the Annual Town Meeting to order at 7:35 p.m.

As voted at the Annual Town Meeting of May 8, 1990, Article #15 and Article #18 were acted upon this evening.

**ARTICLE 15.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to replace the roof and storm windows and screens on the West Boxford Library, and to purchase an air conditioner for the Boxford Village Library; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from the Reserve for Extraordinary and Unforeseen Expenditures the sum of \$13,000 to replace the roof and storm windows and screens on the West Boxford Library, and to purchase an air conditioner for the Boxford Village Library, said funds to be expended under the direction of the Board of Library Trustees.

The Finance Committee recommended adoption of this article-

**ARTICLE 18.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase testing equipment for underground fuel storage tanks, said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote to defeat this article.

The Finance Committee recommended that this article be defeated.

**ARTICLE 23.** To see if the Town will vote to amend Section VI of the Zoning Bylaw to add the words "and structures" and also the words "except structures used for housing animals which shall be set back fifty (50) feet from all lot lines." so that it will then read:

"C. Accessory Buildings **and structures**, including detached garages, shall not be closer than fifty (50) feet from the street line, nor any closer to any side or rear line than the height of such accessory building above the ground or twenty (20) feet, whichever is greater **except structures used for housing animals which shall be set back fifty (50) feet from all lot lines.** No accessory building shall be located closer than twenty (20) feet from any dwelling or main structure on a lot unless both structures conform with building code regulations relative to fire safety."; or take any other action thereon.

**Explanation:** The addition of the words "and structures" will then make these set back requirements apply to structures other than buildings such as tennis courts, swimming pools, etc. The addition of the words "except structures used for housing animals which shall be set back fifty (50) feet from all lot lines," is simply to provide agreement with Section I - agriculture, horticulture and floriculture which already provides set backs for barns, stables and chicken houses of 50'.

(A 2/3 vote is necessary to change the Zoning Bylaw.)

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Section VI-C of the Zoning Bylaw to add the words "and structures" and also the words "except structures used for housing animals which shall be set back fifty (50) feet from all lot lines."; so that it will then read:

“C. Accessory Buildings and structures, including detached garages, shall not be closer than fifty (50) feet from the street line, nor any closer to any side or rear line than the height of such accessory building above the ground or twenty (20) feet, whichever is greater **except structures used for housing animals which shall be set back fifty (50) feet from all lot lines.** No accessory building shall be located closer than twenty (20) feet from any dwelling or main structure on a lot unless both structures conform with building code regulations relative to fire safety.”

The Planning Board recommended adoption of this article-

ARTICLE 24. To see if the Town will vote to amend Section VIII 1 of the Zoning Bylaw to add the words “but excluding fences, signs and driveways” so that it will then read:

“1. Structure: Any construction, erection, assemblage or other combination of materials upon the land made in such a manner as to indicate a purpose that it remain in position indefinitely **but excluding fences, signs and driveways,**”; or take any other action thereon.

**Explanation:** The addition of the exclusion for fences, signs and driveways will clarify the fact that these specific structures are allowed to be built closer to the lot line than the other structures described in the Accessory Use section.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Section VIII-1 of the Zoning Bylaw to add the words “but excluding fences, signs and driveways” so that it will then read:

“1. Structure: Any construction, erection, assemblage or other combination of materials upon the land made in such a manner as to indicate a purpose that it remain in position indefinitely **but excluding fences, signs and driveways.**”

The Planning Board recommended adoption of this article.

ARTICLE 25. To see if the Town will vote to amend Section VI-B-2-e of the Zoning Bylaw to increase the maximum number of dwellings permitted in an Elderly Housing District from 72 to 104; or take any other action thereon.

**Explanation:** Enactment of this article and the following one will permit the expansion of Four-Mile Village (housing for Boxford’s senior citizens) from the present 72 units to 104 units.

Ken Bagge of the Planning Board reported that the Planning Board voted not to make a recommendation on this article.

Moderator Minich called a short recess at 8:43 p.m. to check on a point of law. The Annual Town Meeting was again called to order at 8:52 p.m. Moderator Minich reported that a Planning Board recommendation is a regulation of the Zoning Bylaw.

Ken Bagge of the Planning Board reported that the Planning Board majority vote recommended an increase in the number of units.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 186 in favor and 26 opposed, to amend Section VI-B-2-e of the Zoning Bylaw to increase the maximum number of dwellings permitted in an Elderly Housing District from 72 to 104.

ARTICLE 26. To see if the Town will vote to re-zone a six acre parcel of land on Ipswich Road from Residential-Agricultural to Elderly Housing. The parcel lies to the south of Ipswich Road approximately one-half mile west of its intersection with Georgetown Road and is adjacent to the existing Elderly Housing District. A detailed plan of the property dated April 12, 1990 is on file in the Office

of the Town Clerk and is available for inspection by interested parties; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 200 in favor and 7 opposed, to re-zone a six acre parcel of land on Ipswich Road from Residential-Agricultural to Elderly Housing. The parcel lies to the south of Ipswich Road approximately one-half mile west of its intersection with Georgetown Road and is adjacent to the existing Elderly Housing District.

The Planning Board recommended adoption of this article.

**ARTICLE 27.** To see if the Town will vote to accept the following road as a public way:

**CHADWICK FARM ROAD** from station 0+00 to 10+00 as shown on As-Built Plan entitled Chadwick Farm Road in Boxford, MA., dated August 31, 1988, prepared for owner, Dorothy Chadwick - Engineer: Hancock Survey Associates, Inc., and recorded in the Essex South District Registry of Deeds, Plan Book 230, Plan 56, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the following road as a public way:

**CHADWICK FARM ROAD** from station 0+00 to 10+00 as shown on As-Built Plan entitled Chadwick Farm Road in Boxford, MA., dated August 31, 1988, prepared for owner, Dorothy Chadwick - Engineer: Hancock Survey Associates, Inc., and recorded in the Essex South District Registry of Deeds, Plan Book 230, Plan 56.

The Planning Board recommended adoption of this article.

**ARTICLE 28.** To see if the Town will vote to amend Article Eleven, Section 5, subsection 1 of the General Bylaws by adding the following language to the end of this section:

‘The non-criminal method of disposition may also be used for violations of any rule or regulation of any municipal officer, board or department which is subject to a specific penalty.

Without intending to limit the generality of the foregoing, it is the intention of this provision that the following bylaws and sections of bylaws are to be included within the scope of this sub-section, that the specific penalties as listed here shall apply in such cases and that in addition to police officers, who shall in all cases be considered enforcing persons for the purpose of this provision, the municipal personnel listed for each section, if any, shall also be enforcing persons for such-sections; each day on which any violation exists shall be deemed to be a separate offense.

**FINE SCHEDULE - GENERAL BYLAWS**

Fines are already existing unless marked as follows:

- \* New fine
- \*\* Increase in established fine

Article - Section	Subsection
4-4-3	False Alarms - \$25.00 (Director of Communications)
*4-4-4	Alarm shut-off device (Director of Communications) \$25.00 for first offense \$50.00 for each subsequent offense in calendar year
*7-2-3	Landfill Permit - \$50.00 (Board of Selectmen)



*7-2-4	Commercial Haulers - \$50.00 (Health Agent)
*7-3-2	Swimming Pool Fence - \$50.00 (Board of Selectmen)
*8-1-1	Boat Motor Horsepower - \$25.00
*8-2-1	Discharge of Firearms - \$100.00
8-2-2	Discharge of Firearms (hunting) - \$150.00
*8-3-1	Unregistered Motor Vehicles - \$25.00 each vehicle
*9-1-1	Peddlers - \$25.00
*9-1-2	Solicitors Identification - \$25.00
*9-1-4	Junk Dealers license - \$25.00
9-1-5A	Apartment registration - \$200.00
*9-2-1	Peddler causing disturbance - \$25.00
*10-1-1	Defacing Public Property - \$100.00
*10-1-2	Painting or lettering - \$25.00
*10-2-1	Distribution of circulars - \$25.00
**10-2-2	Public Drinking - \$100.00
10-2-3	Overnight parking - \$10.00
*10-2-6	Snow on public way - \$25.00
10-2-8	Wrong house number posted - \$50.00
10-2-9	Unposted house number - \$50.00
*10-3-1	Control of horse-driven vehicle - \$10.00
*10-3-2	Number of horse-driven vehicles under control - \$10.00
*10-3-3	Police regulation of standing vehicles - \$50.00
*10-3-4	Frightening horses or dogs - \$50.00; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend Article Eleven, Section 5, subsection 1, of the General Bylaws by adding the following language to the end of this section:

“The non-criminal method of disposition may also be used for violations of any rule or regulation of any municipal officer, board or department which is subject to a specific penalty.

Without intending to limit the generality of the foregoing, it is the intention of this provision that the following bylaws and sections of bylaws are to be included within the scope of this sub-section, that the specific penalties as listed here shall apply in such cases and that in addition to police officers, who shall in all cases be considered enforcing persons for the purpose of this provision, the municipal personnel listed for each section, if any, shall also be enforcing persons for such sections; each day on which any violation exists shall be deemed to be a separate offense.

#### FINE SCHEDULE - GENERAL BYLAWS

Fines are already existing unless marked as follows:

- \* New fine
- \*\* Increase in established fine

Article - Section	Subsection
4-4-3	False Alarms - \$25.00 (Director of Communications)
*4-4-4	Alarm shut-off device (Director of Communications) \$25.00 for first offense \$50.00 for each subsequent offense in calendar year

- \*7-2-3 Landfill Permit - \$50.00  
(Board of Selectmen)
- \*7-2-4 Commercial Haulers - \$50.00  
(Health Agent)
- \*7-3-2 Swimming Pool Fence - \$50.00  
(Board of Selectmen)
- \*8-1-1 Boat Motor Horsepower - \$25.00
- \*8-2-1 Discharge of Firearms - \$100.00
- 8-2-2 Discharge of Firearms (hunting) - \$150.00
- \*8-3-1 Unregistered Motor Vehicles - \$25.00 each vehicle
- \*9-1-1 Peddlers - \$25.00
- \*9-1-2 Solicitors Identification - \$25.00
- \*9-1-4 Junk Dealers license - \$25.00
- 9-1-5A Apartment registration - \$200.00
- \*9-2-1 Peddler causing disturbance - \$25.00
- \*10-1-1 Defacing Public Property - \$100.00
- "10-1-2 Painting or lettering - \$25.00
- \*10-2-1 Distribution of circulars - \$25.00
- \*\*10-2-2 Public Drinking - \$100.00
- 10-2-3 Overnight parking - \$10.00
- "10-2-6 Snow on public way - \$25.00
- 10-2-8 Wrong house number posted - \$50.00
- 10-2-9 Unposted house number - \$50.00
- \*10-3-1 Control of horse-driven vehicle - \$10.00
- \*10-3-2 Number of horse-driven vehicles under control - \$10.00
- \*10-3-3 Police regulation of standing vehicles - \$50.00
- \*10-3-4 Frightening horses or dogs - \$50.00;

**ARTICLE 29.** To see if the Town will vote to amend Article Two, Section 1, Subsection 8 of the General Bylaws as follows:

2-1-8 The Board shall be authorized to sell by public bid, lease, or dispose of personal property owned by the Town not exceeding \$3,000 in total value, without prior authorization of the Town meeting; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend Article Two, Section 1, Subsection 8, of the General Bylaws as follows:

2-1-8 The Board shall be authorized to sell by public bid, lease, or dispose of personal property owned by the Town not exceeding \$3,000 in total value, without prior authorization of the Town meeting.

**ARTICLE 30.** To see if the Town will vote to amend Article Two, Section one of the General Bylaws by adding the following sub-section:

2-1-9 The Board shall be authorized to sell by public sale any property the Town may acquire or has acquired by foreclosure of Tax Titles. Said parcels of land shall be sold at Public Auction, notice of which has been published in a newspaper of local circulation at least seven days in advance thereof, provided that the Selectmen may, in respect to any parcel, reject any bid which is less than the accumulated taxes and costs thereon and, provided further, that the Selectmen may sell at private sale any parcel for which two auction sales, held within a period of 60 days, fail to bring bids high enough to cover the taxes and costs thereon, provided that the failure to send or post a notice as herein stated, or any insufficiency in the notice sent or posted, shall not invalidate the title to any property sold hereunder; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend Article Two, Section 1, of the General Bylaws by adding the following subsection:

2-1-9 The Board shall be authorized to sell by public sale any property the Town may acquire or has acquired by foreclosure of Tax Titles. Said parcels of land shall be sold at Public Auction, notice of which has been published in a newspaper of local circulation at least seven days in advance thereof, provided that the Selectmen may, in respect to any parcel, reject any bid which is less than the accumulated taxes and costs thereon and, provided further, that the Selectmen may sell at private sale any parcel for which two auction sales, held within a period of 60 days, fail to bring bids high enough to cover the taxes and costs thereon, provided that the failure to send or post a notice as herein stated, or any insufficiency in the notice sent or posted, shall not invalidate the title to any property sold hereunder.

The Finance Committee recommended adoption of this article.

**ARTICLE 31.** To see if the Town will vote to amend Article Three, Section 10 of the General Bylaws to add the following sub-section: 3-10-5 The daily activities of the Gas Inspector shall be under the management control of the Inspector of Buildings; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend Article Three, Section 10, of the General Bylaws to add the following sub-section:

3-10-5 The daily activities of the Gas Inspector shall be under the management control of the Inspector of Buildings.

**ARTICLE 32.** To see if the Town will vote to amend Article Three, Section 11 of the General Bylaws to add the following sub-section: 3-11-4 The daily activities of the Wire-Inspector shall be under the management control of the Inspector of Buildings; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend Article Three, Section 11, of the General Bylaws to add the following sub-section:

3-11-4 The daily activities of the Wire Inspector shall be under the management control of the Inspector of Buildings.

**ARTICLE 33.** To see if the Town will vote to amend Article Three, Section 12 of the General Bylaws to add the following section and sub-sections:

### **Section 12 - Inspector of Plumbing**

3-12-1 An Inspector of Plumbing shall be appointed in accordance with the provisions of Massachusetts General Laws, Chapter 142, Section 11, as amended.

3-12-1 The daily activities of the Inspector of Plumbing shall be under the Management control of the Inspector of Buildings; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend Article Three, Section 12, of the General Bylaws to add the following section and sub-sections:

### **Section 12 - Inspector of Plumbing**

3-12-1 An Inspector of Plumbing shall be appointed in accordance with the provisions of Massachusetts General Laws, Chapter 142, Section 11, as amended.

3-12-2 The daily activities of the Inspector of Plumbing shall be under the Management control of the Inspector of Buildings.

**ARTICLE 34.** To see if the Town will vote to amend Article Five, Section 2 "Definitions" of the General Bylaws (The Personnel Bylaw) to read as follows:

#### **5-2-1-j - Full Time Employment**

Employment for not less than twenty hours per week for fifty two weeks per annum, minus legal



holidays and authorized military leave, vacation leave, bereavement leave, court leave, sick leave and leave of absence; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Article Five, Section 2 "Definitions" of the General Bylaws (The Personnel Bylaw) to read as follows:

**5-2-1-j - Full Time Employment**

Employment for not less than twenty hours per week for fifty two weeks per annum, minus legal holidays and authorized military leave, vacation leave, bereavement leave, court leave, sick leave and leave of absence.

**ARTICLE 35.** To see if the Town will vote to amend Article Five, Section 2 "Definitions" of the General Bylaws (The Personnel Bylaw) to read as follows:

**5-2-1-m - Overtime**

In accordance with the Fair Labor Standards Act, as it applies to Municipal Employees; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Article Five, Section 2 "Definitions" of the General Bylaws (The Personnel Bylaw) to read as follows:

**5-2-1-m - Overtime**

In accordance with the Fair Labor Standards Act, as it applies to Municipal Employees.

**ARTICLE 36.** To see if the Town will vote to amend Article Five, Section 4 "Classification Plan" of the General Bylaws (The Personnel Bylaw) to read as follows:

Correction of a typographical error in the first sentence:

**5-4-1** All positions in the service of the Town, except those excluded in Section 1, are hereby classified by titles appearing in Schedule A of Section 9, which is made a part hereof; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Article Five, Section 4 "Classification Plan" of the General Bylaws (The Personnel Bylaw) to read as follows:

**5-4-1** All positions in the service of the Town, except those excluded in Section 1, are hereby classified by titles appearing in Schedule A of Section 9, which is made a part hereof.

**ARTICLE 37.** To see if the Town will vote to amend Article Five, Section 6 "Employee Benefits" of the General Bylaws (The Personnel Bylaw) to read as follows:

**5-6-1 Definitions**

(a) A regular full time employee shall be one who works more than 20 hours per week for a minimum of 52 weeks per year less authorized leaves; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Article Five, Section 6 "Employee Benefits" of the General Bylaws (The Personnel Bylaw) to read as follows:

**5-6-1 Definitions**

(a) A regular full time employee shall be one who works more than 20 hours per Week for a minimum of 52 Weeks per year less authorized leaves.

**ARTICLE 38.** To see if the Town will amend Article Eight, section 3 of the General Bylaws by adding the following subsection:

**8-3-3** The driver of a vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard to the condition of the highway. [adopted pursuant to 720 CMR 9.06 (7)]. The penalty for violation of said section shall be a misdemeanor/non criminal fine of not more than \$35.00; or take any other action thereon.

Upon motion made and duly seconded- it was VOTED, by unanimous voice vote, to amend Article Eight, Section 3, of the General Bylaws by adding the following subsection:

**8-3-3** The driver of a vehicle shall not follow another vehicle more closely than is reasonable and prudent, having due regard to the condition of the highway. [adopted pursuant to 720 CMR 9.06 (7)]. The penalty for violation of said section shall be a misdemeanor/non criminal fine of not more than \$35.00.



**ARTICLE 39.** To see if the Town will amend Article Eight, Section 3 of the General Bylaws by adding the following subsection:

8-3-4 Except as otherwise provided in 720 CMR 9.08 (2)(a), the driver of any vehicle before starting, stopping, turning from a direct line, or backing shall first see that such movement can be made with safety. If such movement cannot be made in safety or if it interferes unduly with the normal movement of other traffic, said driver shall wait for a more favorable opportunity to make such movement. If the operation of another vehicle should be affected by stopping or turning movement, the driver of such other vehicle shall be given a plainly visible signal, as required by Ch.90.S.14B of the M.G.L.; the penalty for violation of said section shall be a misdemeanor/non criminal fine of not more than \$35.00 or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend Article Eight, Section 3, of the General Bylaws by adding the following subsection:

8-3-4 Except as otherwise provided in 720 CMR 9.08 (2)(a), the driver of any vehicle before starting, stopping, turning from a direct line, or backing shall first see that such movement can be made with safety. If such movement cannot be made in safety or if it interferes unduly with the normal movement of other traffic, said driver shall wait for a more favorable opportunity to make such movement. If the operation of another vehicle should be affected by stopping or turning movement, the driver of such other vehicle shall be given a plainly visible signal, as required by Ch.90.S.14B of the M.G.L.; the penalty for violation of said section shall be a misdemeanor/non criminal fine of not more than \$35.00.

**ARTICLE 40.** To see if the Town will vote to amend article eight of the General Bylaws by adding the following section and sub-sections:

#### **Section 5 - Motorized Trail Bikes**

8-5-1 No person shall operate a motor bike, trail bike, motor-cycle, ski-mobile or any other similar motor-driven vehicle on or upon any Private property in the Town of Boxford without written permission of the owner or legal occupant thereof.

8-5-2 No person shall operate a motor bike, trail bike, motor-cycle, ski-mobile or any other similar motor-driven vehicle on or upon any property of the Town of Boxford other than a travelled public way without written permission of the Board of Selectmen or the Chief of Police.

8-5-3 Any person in violation of the above shall be punished by a fine of not more than one hundred dollars (\$100) for each offense; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Article Eight of the General Bylaws by adding the following section and subsections: ,

#### **Section 5 - Motorized Trail Bikes**

8-5-1 No person shall operate a motor bike, trail bike, motor-cycle, ski-mobile or any other similar motor-driven vehicle on or upon any private property in the Town of Boxford without written permission of the owner or legal occupant thereof.

8-5-2 No person shall operate a motor bike, trail bike, motor-cycle, ski-mobile or any other similar motor-driven vehicle on or upon any property of the Town of Boxford other than a travelled public way without written permission of the Board of Selectmen or the Chief of Police.

8-5-3 Any person in violation of the above shall be punished by a fine of not more than one hundred dollars (\$100) for each offense.

**ARTICLE 41.** To see if the Town will vote to amend article nine, section one of the General Bylaws by adding the following sub-section, adopted pursuant to Massachusetts General Laws, Chapter 111, Section 155:

9-1-6 No person shall erect, occupy or use for a stable any building unless such use is licensed by the Board of Health, pursuant to M.G.L., Chapter 111, Section 155, The Board Of Health shall make such

regulations or orders as, in its judgement, the public health requires relative to drainage, ventilation, size and character of stalls, bedding, number of animals and storage and handling of manure in any stable in the Town. The fee for a seven (7) year licensing period shall be \$40.00; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 47 in favor and 84 opposed, to defeat this article.

**ARTICLE 42.** To see if the Town will vote to create the position of Assistant Director of the Boxford Town Libraries, as submitted to the Personnel Board, at Grade 16; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to create the position of Assistant Director of the Boxford Town Libraries, as submitted to the Personnel Board, at Grade 16.

**ARTICLE 43.** To see if the Town will vote to accept from Neil S. Olansky, Cynthia A. Olansky, Lawrence J. Brewster, Diane C. Brewster, Mark S. Sellers and Sandra J. Sellers, or their successors an easement and right-of-way from Main Street to the Town Forest, as shown in part as the Wood road and in part as the proposed relocation thereon on a plan entitled, "Plan of Land, Boxford, MA.," dated October 18, 1988, revised August 9, 1989, North Shore Survey Corp., and in consideration thereof, the Town will abandon all other easements and rights-of-way over land of said persons which the Town may have; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept from Neil S. Olansky, Cynthia A. Olansky, Lawrence J. Brewster, Diane C. Brewster, Mark S. Sellers and Sandra J. Sellers, or their successors an easement and right-of-way from Main Street to the Town Forest, as shown in part as the Wood road and in part as the proposed relocation thereon on a plan entitled, Plan of Land, Boxford, MA.," dated October 18, 1988, revised August 9, 1989, North Shore Survey Corp., and in consideration thereof, the Town will abandon all other easements and rights-of-way over land of said persons which the Town may have.

**ARTICLE 44.** To see if the Town will vote to accept from John C. Sanidas, Trustee of the Waldingfield Realty Trust, three parcels of land described as follows:

**Parcel I:** A strip of land, twenty-five feet wide, running between Chapman Way and Boren Lane, as described on a plan of land recorded with the Essex South District Registry of Deeds in Plan Book 185, Plan 2.

**Parcel II:** Lot 3, containing 2.59 acres, as shown on a plan of land recorded with said Registry of Deeds as Plan 519 of 1963.

**Parcel III:** 0.53 acres of land described as Parcel X on a plan of land recorded with said Registry of Deeds in Plan Book 226, Plan 29; or take any other action thereon.

A motion duly made and seconded to withdraw the article was defeated by majority voice vote.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend the article by deleting **Parcel III**.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote to accept from John C. Sanidas, Trustee of the Waldingfield Realty Trust, two parcels of land described as follows:

**Parcel I:** A strip of land, twenty-five feet wide, running between Chapman Way and Boren Lane, as described on a plan of land recorded with the Essex South District Registry of Deeds in Plan Book 185, Plan 2.

**Parcel II:** Lot 3, containing 2.59 acres, as shown on a plan of land recorded with said Registry of Deeds as Plan 519 of 1963.

**ARTICLE 45.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to the Finance Committee Reserve Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$100,000 to the Finance Committee Reserve Fund.

The Finance Committee recommended adoption of this article.

**ARTICLE 46.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to the Town Unemployment Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from the Reserve for Extraordinary and Unforeseen Expenditures the sum of \$5,000 to the Town Unemployment Fund.

The Finance Committee recommended adoption of this article.

**ARTICLE 47.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to the Town Insurance Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from the Reserve for Extraordinary and Unforeseen Expenditures the sum of \$3,375 to the Town Insurance Fund.

The Finance Committee recommended adoption of this article.

**ARTICLE 48.** To transact any other business that may legally come before said meeting. Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to dissolve this Annual Town Meeting at 10:38 p.m.

Registered voters attending the meeting were 239. Counters and checkers for the meeting were appointed by Town Clerk Frank H. Weatherby.

A true record,

ATTEST:

Frank H. Weatherby  
Town Clerk

**TRANSFERS**

(Free Cash)

Article	3	\$ 139,498.00
Article	6	150,000.00
Article	7	53,766.57
Article	8	20,850.00
Article	9	5,630.25
Article	10	4,896.00
Article	11	41,000.00
Article	12	8,500.00
Article	13	15,000.00

(Subtotal - \$439,140.82)

(Old Warrant Articles)

Article	7	53,533.43
Article	9	6,369.75

(Subtotal - \$ 59,903.18)

(Reserve for Extraordinary & Unforeseen Expenditures)

Article	19	12,650.00
Article	20	750.00
Article	46	5,000.00
Article	47	3,375.00
Article	15	13,000

(Subtotal - \$34,775.00)

TOTAL TO BE TRANSFERRED \$533,819.00

RAISE AND APPROPRIATE

Article	3	\$ 6,992,965.00
Article	45	100,000.00

TOTAL TO BE RAISED  
AND APPROPRIATED \$ 7,092,965.00

APPROPRIATE

Article	4 (Wetlands Protection Act)	\$ 4,390.00
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TOTAL TO BE APPROPRIATED \$ 4,390.00



**TOWN OF BOXFORD - TOWN MEETING  
APPROVED FY 1991 BUDGET**

	<b>Actual FY89 SPEND</b>	<b>Actual FY90 BUDGET</b>	<b>Proposed FY91 BUDGET</b>
<b>1 GENERAL GOVERNMENT</b>			
Selectmen	132,210	82,821	81,627
Town Clerk	21,598	21,433	24,680
Town Counsel	61,685	35,000	30,000
Planning Board	3,505	3,700	3,771
Planning/Cons. Com. office	17,295	23,554	20,349
Board of Appeals	1,305	2,000	2,141
Recreation Committee	17,553	17,455	13,740
Council on Aging	19,722	23,589	31,030
Conservation Commission	2,179	2,375	2,446
Board of Health	41,310	106,502	106,490
Personnel Board	545	990	740
Ground Water Study Committee	21	500	50
<b>GENERAL GOVERNMENT - TOTAL</b>	<b>318,928</b>	<b>319,919</b>	<b>317,064</b>
<b>2 FINANCE</b>			
Accountant	61,009	67,434	71,065
Assessors	36,964	43,212	43,063
Finance Committee	135	142	140
Tax Collector	29,848	32,769	33,164
Treasurer	20,421	22,573	23,240
Interest on Loans	0	0	0
<b>FINANCE - TOTAL</b>	<b>148,377</b>	<b>166,130</b>	<b>170,672</b>
<b>3 PUBLIC SAFETY</b>			
Police - Salary	355,559	374,407	389,893
Police - All Other	57,621	67,037	68,100
Police - Reserves/overtime	88,800	85,233	89,250
(Police - Subtotal)	501,980	526,677	547,243
Fire	93,565	90,203	92,539
Communication - Salary	90,621	116,589	125,230
Communications - All Other	20,415	25,452	23,861
(Comm. - Subtotal)	111,036	142,041	149,091
Animal Control Officer	6,042	7,921	8,289
Parking Clerk	88	250	150
Ambulance Service	51,380	53,160	55,489
<b>PUBLIC SAFETY - TOTAL</b>	<b>764,091</b>	<b>820,252</b>	<b>852,801</b>

**EDUCATION**

Library - Salary	79,164	88,767	97,011
Library - All Other	40,163	39,769	43,167
(Library - Subtotal)	119,327	128,536	140,178
Elementary Schools	1,891,667	2,106,682	2,257,536
Masconomet	2,160,913	2,238,828	2,397,636
North Shore Vocational	25,982	29,663	29,635
<b>EDUCATION - TOTAL</b>	<b>4,197,889</b>	<b>4,503,709</b>	<b>4,824,985</b>

**TOWN MAINTENANCE**

DPW - Salary	181,087	172,783	178,640
DPW - Materials	137,351	105,980	113,980
DPW - All Other	116,632	106,736	104,940
(DPW - Subtotal)	435,070	385,499	397,560
Building Maintenance	28,553	28,844	28,844
Cemeteries	1,550	1,550	1,550
Moth Suppression	0	0	0
Landfill Operations	0	132,353	87,998
<b>TOWN MAINTENANCE - TOTAL</b>	<b>465,173</b>	<b>548,246</b>	<b>515,952</b>

**INSPECTORS**

Animal	1,940	1,940	2,015
Building	25,876	28,367	31,607
Electrical	6,027	7,513	7,752
Sealer of Weights and Measures	0	250	250
<b>INSPECTORS - TOTAL</b>	<b>33,843</b>	<b>38,070</b>	<b>41,624</b>

**INSURANCE AND PENSIONS**

Health and Life Insurance	133,261	188,700	238,500
General Insurance	136,867	147,637	170,765
Veterans Benefits	6,404	5,000	100
Retirement Pension	0	0	0
<b>INSURANCE AND PENSION - TOTAL</b>	<b>276,532</b>	<b>341,337</b>	<b>409,365</b>
<b>GRAND TOTAL TOWN BUDGET</b>	<b>6,204,833</b>	<b>6,737,663</b>	<b>7,132,463</b>

**TOWN OF BOXFORD, MA  
SPECIAL TOWN ELECTION  
TUESDAY, MARCH 13, 1990**

**TOTAL VOTE**

**QUESTIONS**

- 1) Shall the Town of Boxford be allowed to assess an additional \$250,246 in real estate and personal property taxes for the purpose of funding a portion of Boxford's district assessment to the Masconomet Regional School District for the fiscal year beginning July first, nineteen hundred and ninety?

841 YES  
828 NO  
8 BLANKS

- 2) Shall the Town of Boxford be allowed to assess an additional \$100,854 in real estate and personal property taxes for the purpose of funding a portion of the elementary schools budget for the fiscal year beginning July first, nineteen hundred and ninety?

905 YES  
764 NO  
8 BLANKS

- 3) Shall the Town of Boxford be allowed to assess an additional \$30,000 in real estate and personal property taxes for the purpose of funding the employment of one full-time police officer out of the present full-time positions for the fiscal year beginning July first, nineteen hundred and ninety?

964 YES  
699 NO  
14 BLANKS

- 4) Shall the Town of Boxford be allowed to assess an additional \$6,729 in real estate and personal property taxes for the purpose of funding a portion of the budget of the Council on Aging office for the fiscal year beginning July first, nineteen hundred and ninety?

954 YES  
711 NO  
12 BLANKS

TOTAL VOTING      1,677

**TOWN OF BOXFORD, MASSACHUSETTS  
ANNUAL TOWN ELECTION RESULTS  
MAY 15, 1990**

<b>SELECTMAN, for Three Years</b>	<b>TOTAL</b>
Alan J. Benson, 181 Washington St	526
Blanks	96
<b>MODERATOR, for One Year</b>	
DeWitt T. Minich, 13 Sunrise Rd	533
Blanks	89
<b>ASSESSOR, for Three Years</b>	
Charles W. Nichols, 154 Topsfield Rd	487
Blanks	135
<b>SCHOOL COMMITTEE, for Three Years</b>	
Charles J. Costello, 42 Rowley Rd	437
Barry DeNofrio, 47 Highland Rd	433
Blanks	374
<b>REGIONAL DISTRICT SCHOOL COMMITTEE, for Three Years</b>	
Serena Caperonis, 23 Stonecleave Rd	445
Barbara Was, 56 Surrey Ln	453
Blanks	346
<b>BOARD OF HEALTH, for Three Years</b>	
Richard F. Taylor, 172 Washington St	426
Wayne G. Williams, 99 High Ridge Rd	465
Blanks	353
<b>PLANNING BOARD, for Five Years</b>	
William R. Cargill, Jr., 34 Main St	501
Werner A. Low, 73 Middleton Rd	412
Blanks	331
<b>PLANNING BOARD, for Two Years</b>	
James R. Warren, 107 Spofford Rd	199
David B. Wootton, 14 Pinehurst Dr	394
Blanks	29
<b>PLANNING BOARD, for One Year</b>	
Peter J. Cheever, 25 Balmoral Rd	246
Robert P. Nordstrom, 60 Pye Brook Ln	326
Blanks	50
<b>TRUSTEES OF THE BOXFORD TOWN LIBRARIES, for Three Years</b>	
Richard Price, 55 Towne Rd	475
Charles W. Dorsey, 11 Hollow Tree Rd	440
Kathleen B. Gorman, 87 High Ridge Rd	462
Blanks	489
<b>CONSTABLE - EAST PARISH, for One Year</b>	
Harold O. Sederquest, 222 Ipswich Rd.,(82FMV)	515
Blanks	107
<b>CONSTABLE - WEST PARISH, for One Year</b>	
David J. White, 288 Main St	499
Blanks	123



## SPECIAL TOWN MEETING OCTOBER 2, 1990

Voters of the Town of Boxford met at the Harry Lee Cole Elementary School Auditorium on Tuesday, October 2, 1990. Moderator DeWitt T. Minich called the meeting to order at 8:00 p.m.

Before proceeding with the articles on the warrant, Moderator Minich introduced Audrey Romasco, Selectman, and Nick McGarry, resident of Ipswich Road, to those present. Ms. Romasco and Mr. McGarry spoke of the recent loss of two Boxford children and the desire of many Townspeople to establish memorials in honor of these children and their families. The Board of Selectmen has dedicated the land known as the "Landfill Ballfield" as the "Ben Chadwick Memorial Soccer Field"; the Board of Selectmen has also dedicated the soccer field at Boy Scout Park as the "Eric Luther Memorial Soccer Field".

The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to **reduce** by the sum of \$60,000.00, the total amount previously raised and appropriated for the fiscal year 1991 Town Budget (Article 3 of the Warrant of the May 8, 1990 Annual Town Meeting), and to simultaneously **transfer** from available funds the sum of \$60,000.00 to supplement the funding of that budget, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to **reduce** by the sum of \$60,000.00 the total amount previously raised and appropriated for the fiscal year 1991 Town Budget (Article 3 of the Warrant of the May 8, 1990 Annual Town Meeting), and to simultaneously **transfer** from the Reserve for Extraordinary and Unforeseen Expenditures the sum of \$60,000.00 to supplement the funding of that budget.

The Finance Committee recommended adoption of this article.

**ARTICLE 2.** To see if the Town will vote to accept from John C. Sanidas, Trustee of the Waldingfield Realty Trust, one parcel of land described as follows:

**Parcel III:** 0.53 acres of land described as Parcel X on a plan of land recorded with the Essex South District Registry of Deeds in Plan Book 226, Plan 29; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept from John C. Sanidas, Trustee of the Waldingfield Realty Trust, one parcel of land described as follows:

**Parcel III:** 0.53 acres of land described as Parcel X on a plan of land recorded with the Essex South District Registry of Deeds in Plan Book 226, Plan 29.

**ARTICLE 3.** To see if the Town will vote to transfer from Article 8 of the Warrant for the May 8, 1990 Annual Town Meeting, the sum of \$150.00 to fund the payment of the membership dues for the Town of Boxford in the Northeast Massachusetts Regional Recycling Committee, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Article 8 of the May 8, 1990, Annual Town Meeting, the sum of \$150.00 to fund the payment of the membership dues for the Town of Boxford in the Northeast Massachusetts Regional Recycling Committee, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 4.** To see if the Town will vote to transfer from available funds the sum of \$10,000 to be added to the General Insurance line item, to fund additional insurance costs, or take any other action thereon.

Upon motion made and duly seconded it was VOTED, by unanimous voice vote, to transfer from the Reserve for Extraordinary and Unforeseen Expenditures the sum of \$10,000.00 to be added to the

General Insurance line item, to fund additional insurance costs, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 5.** To see if the Town will vote to appropriate from available funds the sum of \$2,017.00 to be added to the Animal Control Officer line item, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to appropriate from the Reserve for Extraordinary and Unforeseen Expenditures the sum of \$2,017.00 to be added to the Animal Control Officer line item, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 6.** To see if the Town will vote to appropriate the sum of \$78,133.00 for highway maintenance and construction in anticipation of state aid allotment, said monies predicated on state reimbursement of the following, or take any other action thereon:

Chapter 15, Acts of 1988, \$78,133.00

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to appropriate the sum of \$78,133.00 for highway maintenance and construction in anticipation of state aid allotment, said monies predicated on state reimbursement of the following:

Chapter 15, Acts of 1988, \$78,133.00

The Finance Committee recommended adoption of this article.

**ARTICLE 7.** To see if the Town will vote to amend various portions of Article 5 of its Bylaws, known as the Personnel Bylaw, by deleting section 5-6-3, “**Vacation Leave**”, and replacing it with the Vacation Leave section as submitted by the Personnel Board as printed in this warrant; or take any other action thereon.

**5-6-3 Vacation Leave**

Employees shall accrue vacation leave credit in accordance with the following schedule:

- a. For the first five years of consecutive service, at the rate of one week per twenty-six consecutive scheduled and worked weeks up to a maximum of two weeks per year.
- b. Following five consecutive years of service and entering the sixth year, three weeks.
- c. After ten consecutive years of service and entering the eleventh year, four weeks.
- d. After twenty-five consecutive years of service and entering the twenty sixth year, five weeks.

For the purpose of this section, any authorized leave in excess of thirty consecutive calendar days will have those excess days excluded from any accrual calculation; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend various portions of Article 5 of the General Bylaws, known as the Personnel Bylaw, by deleting section 5-6-3, “**Vacation Leave**”, and replacing it with the Vacation Leave section as submitted by the Personnel Board as printed in this warrant.

**5-6-3 Vacation Leave**

Employees shall accrue vacation leave credit in accordance with the following schedule:

- a. For the first five years of consecutive service, at the rate of one week per twenty-six consecutive scheduled and worked weeks up to a maximum of two weeks per year.

- b. Following five consecutive years of service and entering the sixth year, three weeks.
- c. After ten consecutive years of service and entering the eleventh year, four weeks.
- d. After twenty-five consecutive years of service and entering the twenty sixth year, five weeks.

For the purpose of this section, any authorized leave in excess of thirty consecutive calendar days will have those excess days excluded from any accrual calculation.

**ARTICLE 8.** To see if the Town will vote to transfer from available funds the sum of \$2,286 for the purchase of six pagers with chargers and carrying cases; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from the Reserve for Extraordinary and Unforeseen Expenditures the sum of \$2,286.00 for the purchase of six pagers with chargers and carrying cases, for the Fire Department, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 9.** To transact any other business that may legally come before said meeting.

Alan Benson, Selectman, announced to those present that Superior Court had ruled in the Boxford vs. Topsfield appeal that Lockwood Lane may not be blocked.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to dissolve the Special Town Meeting at 8:30 p.m.

Registered voters attending the meeting were 74, Counters and checkers for the meeting were appointed by Town Clerk Frank H. Weatherby.

A true record,

ATTEST :

Frank H. Weatherby  
Town Clerk

#### TRANSFERS

##### Reserve for Extraordinary and Unforeseen Expenditures

Article #1	\$ 60,000.00
Article #4	\$ 10,000.00
Article #8	2,286.00

##### Previous Warrant Articles

Article #3	\$ 150.00
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TOTAL TO BE TRANSFERRED	\$72,436.00
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#### APPROPRIATIONS

Article #5	\$ 2,017.00
Article #6	78,133.00

TOTAL TO BE APPROPRIATED	\$80,150.00
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#### BUDGET REDUCTIONS (FY91)

Article #1	\$60,000.00
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TOTAL TO BE REDUCED	\$60,000.00
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## **SPECIAL TOWN MEETING**

### **Tuesday, January 30, 1990**

Voters of the Town of Boxford met at the Masconomet Regional High School Auditorium on Tuesday, January 30, 1990. Moderator DeWitt T. Minich called the meeting to order at 7:35 p.m. The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to transfer from available funds a sum of money to purchase the D-6H bulldozer for the Department of Public Works, said funds to be expended under the direction of the Board of Selectmen.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$1.00 to purchase the D-6H bulldozer for the Department of Public Works, said funds to be expended under the direction of the Board of Selectmen.

**ARTICLE 2.** To see if the Town will vote to transfer from available funds, or bond, or authorize the Treasurer with the approval of the Selectmen to borrow through State House Notes, a sum of money to purchase a bulldozer, or similar equipment for the Department of Public Works, said funds to be expended under the direction of the Board of Selectmen, or take any other action thereon.

**EXPLANATION:** Should the Town vote to borrow the funds for this bulldozer, a request to exclude the payments from Proposition 2 1/2 will appear on the next Town ballot.

(Town Counsel advised those attending that borrowing funds would require a 2/3 vote.)

Upon motion made and duly seconded, the article was defeated by hand count vote, 189 in favor and 103 opposed.

**ARTICLE 3.** To see if the Town will vote to advise the Selectmen and the School Building Committee to continue, at this time, with the previously approved new addition and re-construction project for the Spofford Pond School scheduled to begin in the spring of 1990, or take any other action thereon.

**EXPLANATION:** Payment of State Aid to new school building projects will be delayed and the Selectmen request a "sense of the Town" to continue with the planned 2.4 million construction project voted on June 9, 1987, at a Special Town Meeting.

A motion made and duly seconded, to amend the article, by adding the following conditions:  
"Provided that

1. The Massachusetts Department of Environmental Protection (DEP) has approved the use of the existing well for post-construction use at the Spofford Pond School, and
2. The DEP has designated a protective radius around the approved Spofford Pond School well or any required reserve well area which includes lands owned exclusively by the Town of Boxford and not being used by the Boxford sanitary landfill, and
3. The DEP has approved a well repair access plan for the approved Spofford Pond School well".

was defeated by hand count vote, 225 opposed and 169 in favor.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 225 in favor and 167 opposed, to advise the Selectmen and the School Building Committee to continue, at this time, with the previously approved new addition and re-construction project for the Spofford Pond School



scheduled to begin in the spring of 1990.

**ARTICLE 4.** To transact any other business that may legally come before said meeting.

Selectman Benson advised those attending that Town Elections will be held on March 13, 1990, and the figures for the Spofford Pond School project will be on the ballot.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to dissolve the Special Town Meeting at 10:45 p.m.

Registered voters attending the Special Town Meeting were 416. Counters and checkers for the Special Town Meeting were appointed by Assistant Town Clerk Patricia Shields.

A true record.

ATTEST:	Patricia Shields Assistant Town Clerk
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**TRANSFERS**

Article 1	1.00 (Free Cash)
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TOTAL TO BE TRANSFERRED	\$1.00
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## TOWN CLERK BIRTHS AS RECORDED IN 1990

November 20, 1989	Joan Angela Hudak	William J. Hudak, Jr. Angela J. Hudak
November 22, 1989	Adrea Leigh Koris	David J. Koris Janice M. Koris
December 10, 1989	Kevin Doo	Stephen Doo Helen Doo
January 23, 1990	Nicholas Joseph Celletti-Nissenbaum	Gerald L. Nissenbaum Madeline M. Celletti
January 17, 1990	Katherine Elizabeth Kulda	David F. Kulda Margaret A. Gibson
January 16, 1990	Eric Robert Spencer	Kevin C. Spencer Diane R. Spencer
January 10, 1990	Meredith Margaret Deangelis	Ralph M. Deangelis Janice E. Deangelis
February 4, 1990	David Michael Ford	Michael J. Ford Shelly A. Ford
January 15, 1990	Anne Marie Jasinski	Paul J. Jasinski Amy L. Jasinski
January 18, 1990	Derek Mathew Hayden	Greg F. Hayden Diane L. Hayden
January 18, 1990	Emily French	Hollis French, III Rosemary S. French
January 20, 1990	Courtney Leigh Boudreau	John R. Boudreau, Jr. Kathleen M. Boudreau
January 29, 1990	Sarah Lynn Gondela	Douglas P. Gondela Kimberly A. Gondela
February 17, 1990	Skyler Leigh Browder	Edward R. Browder Karen L. Browder
February 3, 1990	Haley Hamilton Bruns	Daniel J. Bruns Jean C. Bruns
February 9, 1990	Kevin John Kress	David W. Kress, Jr. Louise R. Kress
February 12, 1990	Amy Lynch Popovich	James Popovich Mary B. Popovich
February 14, 1990	John Frederick Twomey	Paul E. Twomey Sandra F. Twomey
February 18, 1990	Dustin August Greene	David W. Greene Beverly G. Greene
March 1, 1990	Andrew James Hart, III	Andrew J. Hart, Jr. Gayle J. Hart
March 27, 1990	Jillian Alexandra Boseck	Gary L. Boseck Debra J. Boseck
March 1, 1990	Samuel Elliot Hager	Sterling B. Hager, Jr. Helen A. Hager
March 4, 1990	Sarah Elizabeth Pucillo	Anthony Pucillo Christine E. Pucillo
March 29, 1990	Thomas John Frontera, II	Thomas J. Frontera Ann Marie Frontera

April 5, 1990	Erika Elizabeth Desmond	John B. Desmond, Jr. Melodi A. Desmond
April 15, 1990	Emily Abigail Jacobs	Stanley P. Jacobs Laurie M. Jacobs
April 28, 1990	Amelia Kathleeen Eimert	Steven D. Eimert Janice M. Duffy
April 8, 1990	Adam Patrick Malynn	Richard J. Malynn Christine L. Malynn
April 11, 1990	Zachary Thomas Neve	Thomas Neve Karen A. Neve
April 30, 1990	Marcus Erald Rowe	David J. Rowe Julia L. Rowe
May 22, 1990	Christina Lynne Simonetti	Frank J. Simonetti Maria C. Simonetti
April 2, 1990	Jonathan Edward Doucette	Jean J. Doucette, Jr. Debra A. Doucette
April 4, 1990	Andrew Scott Divenuti	Scott A. Divenuti Pamela A. Divenuti
April 23, 1990	Eli Robert Adelman	Richard B. Adelman Merril A. Adelman
April 27, 1990	Danielle Debra Sousa	Jerome R. Sousa, III Debra L. Sousa
June 9, 1990	Curtis John Keilty	Richard P. Keilty, Jr. Virginia F. Keilty
May 23, 1990	Olivia Lorraine Hendricks	John E. Hendricks Denise D. Drouin
May 30, 1990	Nicholas Thomas Trkla	Thomas N. Trkla Eve M. Trkla
April 29, 1990	Stefan George Marriam	Peter R. Merriam Diana D. Merriam
May 16, 1990	Sarah Catherine Fallon	Lawrence J. Fallon Colleen A. Fallon
May 3, 1990	Brittany Elizabeth Frisch	Mark S. Frisch Rhonda M. Frisch
May 10, 1990	David Andrew Riedell	Keith B. Riedell Sharon M. Riedell
May 15, 1990	Robertson Hunter Clark	Davis E. Clark Kathleen W. Clark
May 21, 1990	James Francis Gordon Pates	John L. Pates Margaret A. Pates
May 21, 1990	Sarah Shea Allyn	John W. Allyn, Jr. Pauline S. Allyn
May 20, 1990	Naomi Sarah Cosman	Jeffrey M. Cosman Carol A. Cosman
March 30, 1990	Cathryn Ashley Hancock	Craig J. Hancock Liza M. Hancock
June 25, 1990	Michael Ray Hendrickson	Ray E. Hendrickson Karyn L. Hendrickson
June 26, 1990	Joshua Lee Michielsen	Steven L. Michielsen Debra J. Michielsen
June 17, 1990	Nicholas Albert Beardsley	Albert B. Beardsley Barbara A. Beardsley

June 4, 1990	John Patrick Sholomith	Martin D. Sholomith
May 31, 1990	Cameron Scott Greeley	Susan E. Sholomith
June 2, 1990	Jacob Michael Blaquiere	David M. Greeley
July 15, 1990	Karl Wilmot Logan Decker	Jeanne R. Greeley
July 23, 1990	Ryan Edward Dillon	Michael Blaquiere
July 30, 1990	Adam Cambridge Chin	Marcia R. Blaquiere
July 19, 1990	James Andrew Gregory	Robert W. Decker
July 29, 1990	Daniel Curtis Meltzer	Laurel R. Decker
July 28, 1990	Gina Florence Andaloro	Douglas M. Dillon
July 16, 1990	Erica Skelly Skinner	Lisann K. Dillon
August 11, 1990	Larz Anderson Palmer	Cambridge Chin
August 20, 1990	Alycia Anne Latorella	Jean R. Chin
August 11, 1990	Gabriel Robert Castiello	James K. Gregory
August 31, 1990	Malcolm Paul Rutter	Nancy J. Gregory
August 26, 1990	Jonathan Charles Fisher	David J. Meltzer
September 14, 1990	Garrett James Custons	Catherine J. Meltzer
August 31, 1990	Richard Ryan Worthen	James C. Andaloro
October 12, 1990	Matthew Alan Blumenreich	Arlene F. Andaloro
September 28, 1990	Robert Jarrod Hebb	Christopher S. Skinner
September 3, 1990	Andrew James Panella	Sandra S. Skinner
September 17, 1990	Lauren Emily Giroux	Lawrence B. Palmer
September 17, 1990	Brain David Giroux	Polly W. Palmer
September 20, 1990	Audrey Louise Rowen	Jon R. Latorella, Sr.
September 23, 1990	James Daniel Dineen	Joyann A. Latorella
September 12, 1990	Johanna Ellen Fiedler	Alexander T. Castiello
October 24, 1990	Colby Ross Thomassen	Carol L. Castiello
		Matthew M. Rutter
		Marianne P. Rutter
		John B. Fisher
		Catherine L. Fisher
		Bruce J. Custons
		Joan E. Custons
		Richard F. Worthen
		Lisa L. Young
		Alan J. Blumenreich, Jr.
		Ilene S. Blumenreich
		Robert L. Hebb
		Sherrin J. Hebb
		L. Mark Panella
		Susan F. Panella
		Laurence C. Giroux
		Barbara A. Giroux
		Laurence C. Giroux
		Barbara A. Giroux
		John A. Rowen
		Laurie L. Oshuff-Rowen
		Daniel A. Dineen
		Maryann Dineen
		Peter Fiedler
		Dieuwke M. Fiedler
		Thomas M. Thomassen
		Maureen E. Thomassen



October 21, 1990	Megan Elizabeth Brown	Thomas W. Brown
July 1, 1990	Michael Luciano Sicari	Jan E. Brown
November 11, 1990	Jacquelyn May Grandon	Sebastian J. Sicari
November 12, 1990	Conor Timothy O'Brien	Toni C. Sicari
November 7, 1990	Andrew Cody Urban	Charles A. Grandon
November 6, 1990	Nicolas Baltas	Carole A. Grandon
November 30, 1990	Anna Corinne Tomczyk	Daniel P. O'Brien
November 8, 1990	Nicholas Edward Webb Schultz	Elizabeth M. O'Brien
		Thomas S. Urban
		Nancy R. Urban
		Ron Baltas
		Kathleen A. Baltas
		Richard Tomczyk
		Donna M. Tomczyk
		Eric B. Schultz
		Susan W. Schultz

# **TOWN CLERK MARRIAGES AS RECORDED IN 1990**

March 17, 1990	Steven Alexander Purcell Darlene Lee Proulx	Boxford
May 26, 1990	Charles Steele Cheston, III Disa Ann Johnson	Beverly
June 9, 1990	Robert T. Gardner Cynthia F. Kling	Edgartown
June 15, 1990	Anthony F. Pelletier Dolores Crouse	Boxford
August 17, 1990	Damon Lyons Mary M. Corona	Topsfield
August 25, 1990	Noel Gerard Joyce Alison Patricia Steingisser	Georgetown
August 26, 1990	Jobo Coleridge Moshesh Mabel Gugulethu Gumede	Saugus
September 8, 1990	Paul J. Pare, Jr. Lisa Marie Sami	Topsfield
September 23, 1990	Peter B. Laustsen Carolyn Collins Cothran	Boxford
September 22, 1990	Douglas Vincent Greenfield Karen Leigh Jackson	Gloucester
November 18, 1990	Thomas L. Patterson Deborah Fay Saxe	Sudbury
December 28, 1990	John R. Yates, Jr. Barbara M. Marandola	Topsfield

# TOWN CLERK DEATHS AS RECORDED IN 1990

December 8, 1989	Charles H. Pinkham, II	73
January 3, 1990	Audrey F. Sederquest	68
January 13, 1990	Anita M. McGlone	63
January 7, 1990	William Edwin Davis	88
January 17, 1990	Norma C. Leighton	80
February 28, 1990	Louis Joseph Dubrule	69
December 25, 1989	Leocadio V. Diaz	69
February 10, 1990	May Annie Tansey	97
February 24, 1990	Sally Marcella Shelly	54
February 23, 1990	Albert B. Hollis	79
March 19, 1990	Richard M. Leonard	52
April 17, 1990	Cliffield G. Sewell	82
March 14, 1990	Ruth E. Lawrence	100
March 21, 1990	John Emil Rupp, Jr.	66
March 30, 1990	Marjorie Elizabeth Toomey	93
April 20, 1990	Erik M. Luther	12
April 28, 1990	Paul J. Recklitis	85
July 29, 1990	Mary Lew Serwo	65
September 9, 1990	Dale Elliot Penney	21
September 8, 1990	Marcus Anthony Murray	17
September 9, 1990	Michael George Munroe	36
August 23, 1990	Almon Griffin	82
September 10, 1990	Ernest M. Mortimer	82
October 13, 1990	Helen B. Browning	80
October 10, 1990	Cecile Joanne Cyr	82
November 10, 1990	Joseph S. Perkins	89
December 20, 1990	Alice F. Peterson	78
December 19, 1990	Nanette L. McNeill	57
December 9, 1990	Rocy C. Durkee	82
December 18, 1990	Clyde George Comeau	71

## DOG LICENSES - 1990

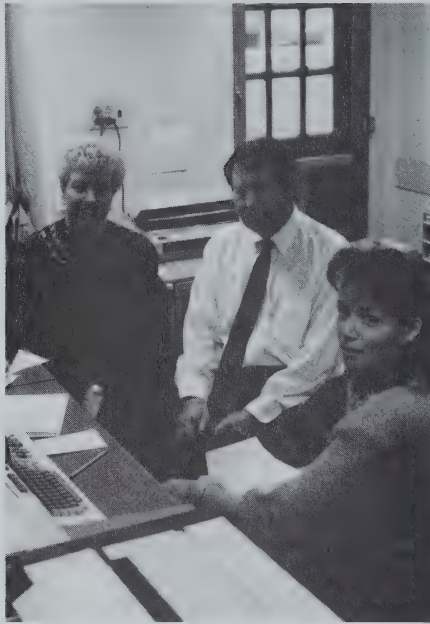
228	Neutered Males	@	5.00 =	\$1,140.00
161	Males	@	10.00 =	1,610.00
47	Females	@	10.00 =	470.00
359	Spayed Females	@	5.00 =	1,795.00
2	Kennel	@	35.00 =	70.00
5	Kennel	@	75.00 =	375.00
9	Kennel	@	100.00 =	900.00
<hr/>				
811	TOTAL			\$6,360.00
	Fees, Town Clerk			608.25
<hr/>				
	Late Fees collected and remitted to General Fund			1,199.00
<hr/>				
	TOTAL REMITTED			\$6,950.75

This report includes licenses and late fees collected for 1988, 1989 and 1990.

## TOWN CLERK FISH AND GAME LICENSES - 1990

73	Resident Citizen Fishing	@	12.50 =	\$ 912.50
3	Resident Citizen Minor Fishing	@	6.50 =	19.50
4	Resident Citizen Fishing	@	6.25 =	25.00
1	Non-Res. Citizen/Alien Fishing	@	17.50 =	17.50
3	Non-Res. Citizen/Alien 7-Day Fishing	@	11.50 =	34.50
1	Duplicate Trapping DT	@	2.00 =	2.00
18	Resident Citizen Hunting	@	12.50 =	225.00
10	Resident Citizen Sporting	@	19.50 =	195.00
3	Resident Citizen Sporting Age 65-69	@	9.75 =	29.95
6	Resident Citizen Sporting Over 70 (Includes Trapping)		Free	Free
1	Duplicate Sporting	@	2.00 =	2.00
2	Archery/Primitive Firearms Stamps	@	5.10 =	10.20
10	Mass. Waterfowl Stamp - Resident	@	1.25 =	12.50
3	Mass. Waterfowl Stamp - Resident (1991)	@	5.00 =	15.00
13	Wildlands Conservation Stamp - Resident	@	5.00 =	65.00
<hr/>				
151	TOTAL			\$1,574.95
	Fees Town Clerk			60.95
<hr/>				
	Remitted			\$1,514.00





#### **ACCOUNTANT'S OFFICE STAFF**

Sandra Rossi; William O'Brien, Town Accountant; Judith Durkee



#### **TREASURER/TAX COLLECTOR OFFICE STAFF**

Mary E. Bolen, Assistant; Francis Perry, Tax Collector/Treasurer; Anna Johnson

# **FINANCE**

## **Combined Financial Statements And Additional Financial Information**

**Board of Assessors**

**Finance Committee**

**Tax Collector/Treasurer**

**TOWN OF BOXFORD  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 1990**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	ACCOUNT GROUPS	COMBINED TOTAL
	General Fund	Special Revenue Fund	Capital Projects Fund	Trust and Agency Funds	Long-Term Debt Group of Accounts	Memoran- dum Only)
<b>ASSETS</b>						
Cash and cash equivalents	1,343,378	130,600	2,329,284	465,562		4,268,824
Receivables:						
Real estate and personal property taxes	354,492					354,492
Motor vehicle excise	66,470					66,470
Tax Liens	30,935					30,935
Other receivables	10,906			2,867		13,773
Total Receivables	462,803			2,867		465,670
Due From Commonwealth	16,393					16,393
Due From (To) Other Funds	1,000			(1,000)		
Amount to be provided for payment of long term debt					7,779,000	7,779,000
<b>TOTAL ASSETS</b>	1,823,574	130,600	2,329,284	467,429	7,779,000	12,529,887

# LIABILITIES AND FUND EQUITY

## Liabilities:

Warrants payable	108,566			108,566
Accrued payroll withholdings	10,241			10,241
Other liabilities		9,772		9,772
Reserve for abatements and exemptions	230,470			230,470
Deferred revenue - Taxes	120,802			120,802
Deferred revenue - Commonwealth	16,393			16,393
Bonds payable		7,779,000		7,779,000
Total Liabilities	486,472	9,772	7,779,000	8,275,244

## Fund Equity:

Reserved for expenditures	459,398			459,398
Reserved for encumbrances	89,630			89,630
Reserved for capital projects		2,329,284		2,329,284
Reserved for endowments		457,657		457,657
Unreserved:				
Designated for special purposes		129,337		129,337
Undesignated	788,074	1,263		789,337
Total fund equity	1,337,102	130,600	2,329,284	4,254,643
TOTAL LIABILITIES AND FUND EQUITY	1,823,574	130,600	2,329,284	12,529,887

See accompanying notes to Financial Statements.



**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS**  
**YEAR ENDED JUNE 30, 1990**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	COMBINED TOTAL
	General Fund	Special Revenue Fund	Capital Project Fund	Trust Funds	(Memoran- dum Only)
REVENUES:					
Taxes	6,934,919				6,934,919
Charges for Services	29,764	58,361			88,125
Licenses and Permits	62,588				62,588
Intergovernmental	1,067,730	127,093			1,194,823
Fines and Forfeits	68,705				68,705
Miscellaneous	369,879	568		80,450	450,897
TOTAL REVENUES	8,533,585	186,022		80,450	8,800,057
EXPENDITURES					
General government	604,067				604,067
Public Safety	898,297				898,297
Education	4,384,505	130,892	2,316,357		6,831,754
Public Works	641,789				641,789
Human services	143,865	5,096	10,965		159,926
Culture and recreation	178,243	6,915			185,158
Debt service	1,310,286				1,310,286
State and county assessments	96,535				96,535
Insurance	343,897			16,688	360,585
Miscellaneous	21,570	414		40,652	62,636
TOTAL EXPENDITURES	8,623,054	143,317	2,327,322	57,340	11,151,033

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(89,469)	42,705	(2,327,322)	23,110	(2,350,976)
OTHER FINANCING SOURCES (Uses):					
Operating transfers in	1,020	14,378		150,640	166,038
Operating transfers out	(877,981)	( 999)	( 1,020)	( 26,935)	( 906,935)
Proceeds from short-term and long-term debt	750,000		2,100,000		2,850,000
TOTAL OTHER FINANCING SOURCES (Uses)	(126,961)	13,379	2,098,980	123,705	2,109,103
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(216,430)	56,084	(228,342)	146,815	(241,873)
FUND BALANCES, JULY 1, 1989	1,865,290	74,516	2,557,625	310,842	4,808,273
FUND BALANCES, JUNE 30, 1990	1,648,860	130,600	2,329,283	457,657	4,566,400

See accompanying notes to Financial Statements.

**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**ALL SPECIAL REVENUE FUNDS**  
**YEAR ENDED JUNE 30, 1990**

	Revenue Sharing	Education	Federal and State Grants Highway	Other	Revolving Funds	Total
REVENUES:						
Intergovernmental		43,669	55,593	9,913	17,918	127,093
Departmental					58,929	58,929
TOTAL REVENUES		43,669	55,593	9,913	76,847	186,022
EXPENDITURES:						
Education		48,204		12,011	83,102	131,306
Human Services						12,011
TOTAL EXPENDITURES		48,204		12,011	83,102	143,317
EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES		( 4,535)	55,593	( 2,098)	(6,255)	42,705
OTHER FINANCING SOURCES (Uses)						
Operating transfers in	58				1,4320 ( 999)	14,378 ( 999)
Operating transfers out						
TOTAL OTHER FINANCING SOURCES	58				13,321	13,379

EXCESS (DEFICIT) OF REVENUES AND  
OTHER SOURCES OVER (UNDER)  
EXPENDITURES AND OTHER USES

FUND BALANCES, JULY 1, 1989	58	(4,535)	55,593	(2,098)	7,066	56,084
	1,205	4,639	61,799	12,556	(5,683)	74,516
FUND BALANCES, JUNE 30, 1990	1,263	104	117,392	10,458	1,383	130,600

See accompanying notes to financial statements.



**TOWN OF BOXFORD**  
**COMBINES STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**EXPENDABLE TRUST FUNDS**  
**YEAR ENDED JUNE 30, 1990**

	Trust Funds	Stabilization Fund	Conservation Fund	Insurance Funds	Total
REVENUES:					
Contributions & Donations	65,458				65,458
Investment Income	7,718	20,810	46		28,574
Departmental Income			5,768	1,506	7,274
TOTAL REVENUES	73,176	20,810	5,814	1,506	101,306
EXPENDITURES:					
Education	18,313				
Public Works					
Human Services	323				
Culture and recreation	22,016				
Miscellaneous				16,888	
TOTAL EXPENDITURES	40,652			16,888	57,340
EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES	32,524	20,810	5,814	(15,182)	43,966
OTHER FINANCING SOURCES					
Operating transfers in	9,284		100,000	20,500	129,784
Operating transfers out	(21,168)		(5,768)		(26,936)
TOTAL OTHER FINANCING SOURCE	(11,884)		94,232	20,500	102,848

EXCESS (DEFICIT) OF REVENUES AND  
OTHER SOURCES OVER (UNDER)  
EXPENDITURES AND OTHER USES

FUND BALANCES, JULY 1, 1989

FUND BALANCES, JUNE 30, 1990

20,640	20,810	100,046	5,318	146,814
84,760	225,590	493		310,843
105,400	246,400	100,539	5,318	457,657

See accompanying notes to financial statements.

**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**CAPITAL PROJECTS FUND**  
**YEAR ENDED JUNE 30, 1990**

	Cole School	Spofford Pond School	Landfill	Total
REVENUES:				
Bond proceeds		2,100,000		2,100,000
EXPENDITURES				
Construction	2,103,065	213,292	10,964	2,327,321
EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES OTHER FINANCING SOURCES	(2,103,065)	1,886,708	(10,964)	(227,321)
Operating transfers in				
Operating transfers out			(1,020)	(1,020)
TOTAL OTHER FINANCING SOURCES			(1,020)	(1,020)
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(2,103,065)	1,886,708	(11,984)	(228,341)
FUND BALANCES JULY 1, 1989	2,227,645	259,447	70,533	2,557,625
FUND BALANCES JUNE 30, 1990	124,580	2,146,155	58,549	2,329,284

See accompanying notes to financial statements.

**TOWN OF BOXFORD  
LONG TERM DEBT GROUP OF ACCOUNTS  
BONDS PAYABLE  
AS OF JUNE 30, 1990**

	Outstanding 6/30/89	Additions	Retirements	Outstanding 6/30/90	Interest Paid
<b>LANDFILL-IMPROVEMENTS</b>					
Fiscal year 1987	53,310		30,000	23,310	3,150
Fiscal year 1988	146,690		35,000	111,690	8,269
Fiscal year 1989	150,000		150,000	—	11,219
<b>BUILDING IMPROVEMENTS - TOWN</b>					
Old Town Hall Renovations	90,000		45,000	45,000	4,894
<b>BUILDING IMPROVEMENTS - SCHOOL</b>					
Spofford Pond Roof	58,000		29,000	29,000	2,610
Spofford Pond School - Building					
Initial Bond Issue	300,000		—	300,000	—
Bond Anticipation Notes	—	2,100,000	—	2,100,000	—
Cole School Building	5,780,000		610,000	5,170,000	381,145
<b>TOTAL BONDS PAYABLE</b>	<b>6,578,000</b>	<b>2,100,000</b>	<b>899,000</b>	<b>7,779,000</b>	<b>411,287</b>

See accompanying notes to financial statements.



**TOWN OF BOXFORD**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 1990**

**1. Summary of significant accounting policies**

The accompanying financial statements have been prepared in conformity with the accounting practices prescribed by the Uniform Municipal Accounting System (Uniform System) promulgated by the Commonwealth of Massachusetts Department of Revenue for 1986. The significant accounting practices required by the Uniform System and followed by the Town of Boxford are presented below. Accounting requirements of the Uniform System vary in some respects from generally accepted accounting principles. A summary of the significant differences is presented in Notes.

**2. Fund accounting**

Financial transactions of the Town are recorded in the following funds and accounts:

**General Fund** - An accounting for all transactions not properly accounted for in other prescribed funds and accounts.

**Special Revenue Fund** - An accounting for revenues legally restricted for specific current operating expenditures, which include the following:

- Revenue Sharing - Federal
- Federal & State Grants
- Education
- Highway
- Other
- Revolving Funds

**Capital Projects Fund** - An accounting for transactions related to receipts and disbursements of funds used for the acquisition, construction or improvements of major capital facilities.

**Trust Funds** - An accounting for trust funds received by the Town and investment funds of the Town. In most cases, restrictions have been placed on the use of these by the grantors.

**Long-term Debt Group of Accounts** - An accounting for unmatured long-term general obligation bonds.

**3. Revenue Recognition**

Real estate and personal property tax revenues are recorded on a modified accrual basis. All other revenues for all funds are recorded as revenues when received in cash. Accounts receivable balances related to other revenues are offset by a reserve until collected.

**4. Expenditures, encumbrances and appropriation balances**

Expenditures are recorded on a cash basis. Special articles, principally capital projects and other non-recurring appropriations, voted at Town Meeting are reserved as expenditures from fund balances. These appropriations do not lapse at year-end and continue until expended or closed to unreserved fund balance.

## **5. Generally accepted accounting principles**

The significant differences between the accounting practices applied in preparing the accompanying financial statements (see Note 1) and generally accepted accounting principles (GAAP) are set forth below. It is not practical to quantify the effects of the differences on the accompanying financial statements.

## **6. Fund accounting**

GAAP requires the segregation and reporting of all financial transaction in eight types of funds and two groups of accounts. Financial transactions for the following types of activities are accounted for by the Town on a basis which differs from GAAP:

Payments of principal and interest on long-term debt issues are presently recorded in the General Fund. GAAP requires that such payments be accounted for in Debt Service Funds.

Costs of services to the general public where all or most of the costs are collected in the form of user charges are recorded in the General Fund. GAAP requires that such transactions be accounted for in Enterprise Funds.

In addition, GAAP requires that a General Fixed Asset Group of Accounts be maintained to provide historical cost information for property, buildings and equipment. Such information is not required, but is suggested by the Uniform System.

## **7. Expense recognition**

Pursuant to provisions of the Massachusetts General Laws, the Town recognizes as an expenditure its share of unemployment compensation costs on a pay-as-you-go basis. GAAP requires that such costs be accounted for on an accrual basis as benefits are earned by employees.

GAAP requires that expense accruals be made to reflect the liability which exists for vacation and sick time which has been earned by employees but not taken. No such accrual has been made as the amount is not estimable at this time.

**TOWN OF BOXFORD**  
**DETAILED STATEMENT OF REVENUES - GENERAL FUND**  
**YEAR ENDED JUNE 30, 1990**

**TAXES:**

Personal Property	68,743	
Real Estate	6,370,719	
Liens	8,181	
Motor Vehicle	462,388	
Penalties & Interest	24,888	6,934,919
		<hr/>

**CHARGES FOR SERVICES**

Dog License Fee	7,798	
School Tuition	8,800	
Building Rentals	3,460	
Town Clerk	540	
Planning Board	4,985	
Board of Appeals	910	
Library Copier	2,100	
Other	1,171	29,764
		<hr/>

**LICENSES & PERMITS:**

Alcoholic Beverages	500	
Board of Health Permits	6,606	
Fire Department Inspections	1,976	
Building Permits	31,527	
Electrical Permits	12,384	
Gas & Plumbing Permits	4,521	
Pistol Permits	2,804	
Landfill Permits	2,117	
Other	153	62,588
		<hr/>

**STATE:**

Abatements to Veterans	3,864	
Abatements to Blind	175	
Abatements to Elderly	2,377	
State Wards	1,542	
Highway Aid	66,576	
School Aid, Chapter 70	260,762	
Additional Assistance	267,121	
Pupil Transportation	54,679	
School Construction	250,933	
Lottery	154,783	
Other	4,918	1,067,730
		<hr/>

**OTHER GOVERNMENT:**

Court Fines	68,705	
Parking Fines	1,380	
False Alarm Fines	25	70,110
		<hr/>

MISCELLANEOUS

Earnings on Investments	189,138	
Insurance Claim	178,143	
Other	1,193	368,474

GRAND TOTAL

8,533,585



**TOWN OF BOXFORD**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL — GENERAL FUND**  
**YEAR ENDED JUNE 30, 1990**

	GENERAL FUND	
	Budget	Actual
Revenues:		
Property taxes and special assessments	6,555,772	6,447,643
State aid	876,331	837,374
Local Receipts	900,000	839,544
Insurance Claim	—	178,143
State Aid - Chapter 70 - FY1989	—	230,881
Total Revenues	8,332,103	8,533,585
Expenditures:		
General government	590,821	533,926
Public safety	869,608	835,315
Education	4,375,333	4,375,333
Public works	570,386	524,217
Human services	142,010	108,840
Culture and recreation	149,235	149,091
Debt service	1,310,317	1,310,287
State and County assessments	85,933	96,535
Insurance	353,155	343,897
Miscellaneous	10,698	8,182
Total expenditures	8,457,496	8,285,623

# TOWN OF BOXFORD WARRANT ARTICLES FISCAL YEAR 1990

Warrant articles are appropriated at Town meetings and represent nonrecurring projects and expenditures which are in addition to the annual operating budget. Warrant article balances do not lapse at year-end, and may be carried over indefinitely. The warrant article expenditures detail for 1990 is as follows:

Art.#	Date Appropriated		Description	Expenditure
08	5/14/85	ATM	Renovate Landfill	10,964.41
28	5/13/86	ATM	Research Legal Titles	1,400.00
08	10/14/86	STM	Ground Water Study	60.00
06	5/12/87	ATM	Library	3.22
15	5/12/87	ATM	Street Signs	996.82
25	5/12/87	ATM	Forest Vehicle	164.02
33	5/12/87	ATM	Research Titles	10,000.00
01	6/9/87	STM	Landfill Operation	4,311.85
02	6/9/87	STM	Cole School Renovations	2,103,065.42
03	6/9/87	STM	Spofford Pond School Renovations	213,292.03
09	5/10/88	ATM	General Repairs - Buildings	24,882.00
10	5/10/88	ATM	Communications Equipment	1,578.50
11	5/10/88	ATM	Purchase Computer - Building Dept.	320.57
12	5/10/88	ATM	Purchase Computer - Library	3,393.60
14	5/10/88	ATM	Asbestos Removal	992.00
17	5/10/88	ATM	Police Cruisers (2)	89.90
19	5/10/88	ATM	Bullet Proof Vests (20)	5,673.00
23	5/10/88	ATM	Research Legal Titles	1,677.50
24	5/10/88	ATM	Water Quality Testing	6,672.00
10	3/7/89	STM	Photocopy Machine	353.76
15	3/7/89	STM	Fire Engine Repair	21,000.00
02	5/9/89	STM	Accounting Services	7,930.89
05	5/9/89	ATM	Road Maintenance	99,179.73
07	5/9/89	ATM	Purchase Chipper	13,082.00
08	5/9/89	ATM	Purchase Equipment - Police	5,146.00
09	5/17/89	ATM	Purchase Police Cruiser	17,999.75
12	5/17/89	ATM	Repair Fire Equipment	11,010.00
13	5/17/89	ATM	Hire Outreach Worker	1,972.00
14	5/17/89	ATM	Remove Asbestos - Town Hall	5,437.00
15	5/17/89	ATM	Repairs - Town Buildings	5,000.00
16	5/9/89	ATM	Install Waterline	2,555.73
17	5/9/89	ATM	Purchase (3) Air Conditioners	3,283.11
18	5/17/89	ATM	Tri Town Council	12,650.00
19	5/17/89	ATM	Help for Abused Women	750.00
20	5/9/89	ATM	Remove Storage Tank	5,624.00
22	5/9/89	ATM	Site Development - Cole Field	22,756.00
24	5/17/89	ATM	Security System - Library	3,000.00
26	5/9/89	ATM	E/M Sanitary Study	4,600.00
27	5/17/89	ATM	Hazardous Waste Disposal	9,326.75
28	5/9/89	ATM	Waste Oil Collection Facility	9,170.93
01	1/30/90	STM	Purchase Bulldozer	1.00
<b>TOTAL</b>				<b>2,651,365.49</b>

## BOARD OF ASSESSORS

The Board of Assessors reviewed and reassessed each property in town during 1989 to comply with the state mandated Tri-Annual Revaluation. Most assessments went down and the tax rate increased \$1.29 to \$10.75.

Attached in the Recap sheet which indicates the computation of the Fiscal Year 1991 tax rate.

Joan H. Behrens  
Charles W. Nichols  
Clinton E. French



### ASSESSORS OFFICE

Assistant Assessor, Barbara King; Roberta Whittaker

**THE COMMONWEALTH OF MASSACHUSETTS**  
**Department of Revenue**  
**TAX RATE RECAPITULATION**  
**OF**  
**TOWN OF BOXFORD**

**FISCAL 1991**

**1. TAX RATE SUMMARY**

A. Total Amount to be Raised (from IIE)	\$9,400,095.35
B. Total Estimated Receipts and Other Revenue Sources (from IIIE)	2,320,335.00
C. Tax Levy (IA minus IB)	\$7,079,759.35
D. Distribution of Tax Rates and Levies ( ) Classified ( ) Unclassified	

(a) Class	(b) Levy Percentage (from LA-5)	(c) IC above times Each percent in col (b)	(d) Valuation by Class (from LA-5)	(e) Tax Rates (c) ÷ (d) x 1000	(f) Levy by Class (d) x (e) ÷ 1000
Residential	96.6559	6,843,005.12	636,558,435	10.75	6,843,003.18
Open Space	.8166	57,813.31	5,377,873	10.75	57,812.13
Commercial	1.4106	99,867.09	9,289,836	10.75	99,865.74
Industrial	0	0	0	0	0
<b>SUBTOTAL</b>			651,226,144		7,000,681.05
<b>Personal</b>	1.1169	79,073.83	7,356,121	10.75	79,078.30
<b>TOTAL</b>	100%		\$658,582,265		\$7,079,759.35

**Must Equal IC**

Joan H. Behrens, Chairman  
Charles W. Nichols



## II. AMOUNT TO BE RAISED

A.	APPROPRIATIONS (col. (b) through col. (e) from Schedule B, page 4)		\$ 7,719,371.00
B.	OTHER AMOUNTS TO BE RAISED		
1.	Amounts certified for tax title purposes	\$ 4,500.00	
2.	Debt and interest charges not included in Schedule B	\$1,268,140.83	
3.	Final court judgements	\$ 0	
4.	Total overlay deficits of prior years	\$ 0	
5.	Total cherry sheet offsets (see cherry sheet 1-ER)	\$ 12,721.00	
6.	Revenue deficits	\$ 0	
7.	Offset receipts deficits Ch. 44, Sec. 53E	\$ 0	
8.	Essex county retirement	\$ 150,911.00	
9.	Veterans service district	\$ 5,659.36	
	TOTAL B (Total lines 1 through 9)		\$ 1,441,932.19
C.	STATE AND COUNTY CHERRY SHEET CHARGES (C.S. 1-EC cols. 1 and 2)		\$ 114,830.00
D.	ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS (OVERLAY)		\$ 123,961.16
E.	TOTAL AMOUNT TO BE RAISED (Total IIA through IID)		<u>\$ 9,400,094.35</u>

## III. ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES

A.	ESTIMATED RECEIPTS — STATE		
1.	Cherry Sheet Estimated Receipts (C.S. 1-ER Total Part D)	\$ 795,929.00	
2.	Cherry Sheet Overestimates (C.S. 1-EC Part E col. 3)	\$ 0	
	TOTAL A		\$ 795,929.00
B.	ESTIMATED RECEIPTS — LOCAL		
1.	Local Receipts Not Allocated (Page 3, col. (b), Line 26)	\$ 838,000.00	
2.	Offset Receipts (See Schedule A-1)	\$ 0	
3.	Enterprise Funds (See Schedule A-2)	\$ 0	
	TOTAL B (Total Lines 1 through 3)		\$ 838,000.00
C.	REVENUE SOURCES APPROPRIATED FOR PARTICULAR PURPOSES		
1.	Free Cash (Page 4, col. (c))	\$ 439,141.82	
2.	Other Available Funds (Page 4, col. (d))	\$ 247,264.18	
	TOTAL C (Total Lines 1 and 2)		\$ 686,406.00
D.	OTHER REVENUE SOURCES APPROPRIATED SPECIFICALLY TO REDUCE THE TAX RATE		
1.	Free Cash	\$ 0	
2.	Municipal Light Source	\$ 0	
3.	Other Source	\$ 0	
	TOTAL D (Total Lines 1 through 3)		<u>\$ 0</u>
E.	TOTAL ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES (Total IIIA through IIID)		<u>\$ 2,320,335.00</u>

<b>IV. SUMMARY OF TOTAL AMOUNT TO BE RAISED AND TOTAL RECEIPTS FROM ALL SOURCES</b>		
A.	TOTAL AMOUNT TO BE RAISED (from IIE)	\$ 9,400,094.35
B.	TOTAL ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES (from IIIE)	\$2,320,335.00
C.	TOTAL REAL AND PERSONAL PROPERTY TAX LEVY (from IC)	\$7,079,759.35
D.	TOTAL RECEIPTS FROM ALL SOURCES (TOTAL IVB plus IVC)	<u>\$ 9,400,094.35</u>
		<u>(IVA MUST EQUAL IVD)</u>

**SCHEDULE A. LOCAL RECEIPTS NOT ALLOCATED\***

	(a) Actual Receipts Fiscal—1990	(b) Estimated** Receipts Fiscal—1991	
1. Motor Vehicle Excise	\$ 462,338.00	\$ 462,000.00	
2. Other Excise	0	0	
3. Penalties and Interest on Taxes and Excises	24,888.00	25,000.00	
4. Payment in Lieu of Taxes	0	0	
5. Charges for Services — Water	0	0	
6. Charges for Services — Sewer	0	0	
7. Charges for Service — Hospital	0	0	
8. Charges for Services — Trash Disposal	2,117.00	30,000.00	(1)*
9. Other Charges for Services	0	0	
10. Fees	7,798.00	8,000.00	
11. Rentals	3,460.00	0	
12. Departmental Revenue — Schools	8,800.00	0	
13. Departmental Revenue — Libraries	2,100.00	2,000.00	
14. Departmental Revenue — Cemeteries	0	0	
15. Departmental Revenue — Recreation	0	0	
16. Other Departmental Revenue	7,607.00	8,000.00	
17. Licenses and Permits	60,471.00	60,000.00	
18. Special Assessments	0	0	
19. Fines and Forfeits	70,110.00	70,000.00	
20. Investment Income	189,138.00	172,000.00	
21. Miscellaneous	717.00	1,000.00	
22.	0	0	
23.	0	0	
24.	0	0	
25.	0	0	
26. TOTALS	\$ 839,544.00	\$ 838,000.00	

I hereby certify that the actual receipts from the preceding fiscal year as shown in column (a) are, to the best of my knowledge and belief, true, correct and complete, and I further certify that I have examined the entries made on page 4 of the fiscal 1991 tax rate recapitulation form by the City or Town Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

November 27, 1990

W.P. O'Brien  
Accountant/Auditor

Tel. No. (508) 887-8181

\* Receipts voted by the City/Town Council or Town Meeting as offsets to the appropriation of a specific department listed on Schedule A-1 or fund on Schedule A-2 filed with and approved by the Director of Accounts must not be included in columns (a) or (b).

\*\* If any estimate in column (b) is greater than the actual line item in column (a), factual support for the ncrease should be submitted in writing for approval of the Commissioner of Revenue.

(1)\* Bi-Annual Landfill permits issued every other year.

SCHEDULE B. CERTIFICATION OF APPROPRIATIONS AND SOURCE OF FUNDING

APPROPRIATIONS

SOURCES OF FUNDING

City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate (Tax Levy)	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts and/or Enterprise Funds See A-1 See A-2	(f) Memo Only Borrowing Authorization
1/30/90	90	\$ 1.00	\$	1.00	\$	\$	
5/8/90	91	7,626,784.00	7,092,965.00	439,140.82	94,678.18*		
10/2/90	91	14,453.00	-60,000.00		74,453.00*		
10/2/90	91	78,133.00			78,133.00		

Totals	\$	7,719,371.00	\$	7,032,965.00	\$	439,141.82	\$	247,264.18
		Must Equal						
		Cols. (b) thru (e)						

\* Old articles, previous Town Meetings  
\* Reserve for extra ordinary & unforeseen expenses.

\* Enter in this column the fiscal year to which the appropriation relates, i.e., fiscal year 1990 or fiscal year 1991.

\*\* Appropriations included in column (b) must not be reduced by local receipts (Schedule A) or any other funding source. Appropriations must be entered in Gross in order to avoid a duplication in the use of estimated or other sources of receipts.

I hereby certify that the foregoing appropriations and the provisions for meeting the same are as voted and correctly reflect the use of offset receipts and enterprise funds.

Town of Boxford

11/27/90

Frank H. Weatherby  
Clerk

Tel. No. 1-508-887-8181



## BOXFORD FINANCE COMMITTEE ANNUAL REPORT

The Town's fiscal health continues to decline with each passing year. While available revenues are shrinking, budgetary requests continue to rise. Creating a balanced budget which strives to maintain the present level of town services has become impossible without annual Proposition 2-1/2 override votes. In Fiscal 1990, voters approved a Proposition 2-1/2 override in the amount of \$60,000.00. In FY 1991, voters approved \$387,829.00. The requests for FY 1992 could approach \$500,000.00.

There are several factors which have combined to create this present dilemma. The collapse of the real estate market has drastically reduced the new growth revenues which Boxford historically used to offset rising costs. A review of the past 3 years' new growth revenues shows the following: FY 1989 - \$202,100.00; FY 1990 - \$161,119.00; and FY 1991 - \$128,402.00. The assessors are projecting a mere \$44,000.00 new growth for FY 1992. The rapid growth of the 80's, although a godsend while it lasted, has left Boxford with increased population and the attendant need for increased services, i.e., increased school enrollment in both elementary and regional schools, increased roads to maintain and increased police and fire services.

The general recession in both the national and regional economy has affected not only the construction industry but also the automobile industry, both of which impact Boxford's revenues significantly. Projected local receipts for FY 1992 (most of which is motor vehicle excise tax) is down by about \$138,000.00 from FY 1991. Uncollected taxes are on the increase - approximately \$400,000.00 outstanding at this time. At the same time, State aid to cities and towns has continually declined from \$1,144,340.00 in FY 1989 to a projected \$696,500.00 for FY 1992.

There was good news in FY 1990. The Town received \$230,881.00 from the State which FY 1989 Local Aid monies had been improperly withheld by the Governor. The coffers were further increased by approximately \$179,000.00 representing an insurance payment for legal fees and \$32,000.00 interest from the investment of the Spofford school bonds.

There have been no unexpected windfalls in FY 1991. Rather there was an unexpected decrease of approximately \$225,000.00 in the Town's reserves resulting from the failure to maintain an orderly cash reconciliation system between the Treasurer's cash book, bank statements and the Accountant's records. Thus, we approach town meeting with \$465,335.00 free cash in contrast to last year's amount of \$788,418.00.

It is extremely important that all facets of town government continue to work together for the common good. For anticipated cooperation, we thank all boards and elected officials.

Ruth N. Bortzfield, Chairman  
Peter K. Race, Vice Chairman  
Ken Littlefield, Clerk  
Barclay Beahm  
William F. Carney  
Winston Rose  
Manuel J. DeSouza

**TREASURER - TAX COLLECTOR  
REPORT OF CASH, INTEREST INCOME, AND DEBT  
FISCAL YEAR ENDING JUNE 30, 1990**

1. Cash Balances in the custody of the Town Treasurer  
as at June 30, 1990 were as follows:

General Fund Cash	\$3,702,906	
Trust & Restricted Funds	457,352	
Total		<u>\$4,160,258</u>

2. Interest Income earned during the Year Ended  
June 30, 1990 was as follows:

General Fund Cash	\$189,138	
Trust & Restricted Funds	28,094	
Total		<u>\$217,232</u>

3. Outstanding Debts as at June 30, 1990 was as follows:

Loan Purpose	Rate	Balance Due
Spofford Pond School Roof	6.00%	\$ 29,000.00
Old Town Hall Renovations	7.25%	45,000.00
Sanitary Land Fill	7.00%	23,310.00
Sanitary Land Fill	6.75%	111,690.00
Cole School Renovations	*	5,170,000.00
Spofford Pond School Renovations	#	2,400,000.00
Total		<u>\$ 7,779,000.00</u>

\* Rate Varies Over Loan Term From 6.00% to 6.35%.

# Rate Varies Over Loan Term From 6.00% to 8.75%

4. During the year ended June 30, 1990 special attention was given as usual to the productive investment of cash deposits. Under our investment program interest is earned on a daily basis and special emphasis is placed on depositing cash receipts promptly.

5. A schedule of Trust and Restricted Funds reflecting receipts and disbursements for the Fiscal Year Ending June 30, 1990 is submitted as part of this report.

Respectfully submitted by,  
Francis F. Perry, Treas.  
Tax Collector

# TOWN OF BOXFORD

## REPORT OF TRUSTS AND RESTRICTED FUNDS

### FISCAL YEAR ENDED JUNE 30, 1990

Fund	Balance		Receipts		Payments		Balance	
	7-1-89	5	\$	1			6-30-90	6
1. Town Farm Fund				98			\$	6
2. Post-War Re-Hab Fund		1,066		786				1,164
3. Sarah Perley Fund		8,516		164				9,302
4. Curtis-Killiam Burial Fund		1,771		300		\$ 3,139		1,935
5. East Parish Library Fund		4,817		13				1,978
6. West Parish Library Fund		130		181				143
7. Emma S. Cote Fund		1,959		1,125				2,140
8. Boxford Visiting Nurse Fund		12,058		910				13,183
9. Town School Fund		9,858		288				10,768
10. Mary Stacy Holmes Fund		3,109		16,971		16,213		3,397
11. Perley, Parkhurst, Cole Fund		8,212		100,046				8,970
12. Conservation Fund		493		20,810				100,539
13. Stabilization Fund		225,590		14				246,400
14. Narcotics Fund		154		3,424				168
15. Barker Trust Fund		4,245		432		2,727		4,942
16. Memorial Gifts to Library		918		108		1,002		348
17. Milton Lord Memorial Book Fund		1,176		459				1,284
18. Tri-Centennial Fund		4,145		93				4,604
19. Tri-Centennial Park Fund		1,008		9				1,101
20. Library Equipment Fund		95		23				104
21. Stevens Foundation		242		4,424				265
22. Arts Lottery Fund		408		2,681		2,116		2,716
23. Boxford Meadows Development Deposit		8,350		833				11,031
24. Memory Hill Development Deposit		9,093		7				9,926
25. Suicide Prevention Grant		76						83

30. Bi-Centennial U.S. Constitution	1,521	140		1,661
32. Scholarship Fund	1,827	105		232
35. Library Barn Renovations	—	13,068	1,700	35
36. Underground Tank	—	463	13,033	140
37. Wetlands Fund	—		323	
38. Griffin Fund		7,511	—	7,111
— Insurance Fund	—	22,006	400	5,318
			16,688	
<b>SUB-TOTAL</b>	310,842	197,493	57,341	450,994
34. Federal Revenue Sharing	1,205			
— Bid Deposits				6,663
<b>TOTAL</b>	316,285	197,493	57,341	457,657



# **EDUCATION**

**Trustees of the Boxford Town Libraries**

**Elementary School Report**

**School Building Committee**

**North Shore Regional Vocational School Committee**



West Boxford  
Library



Boxford Village  
Library

## BOXFORD TOWN LIBRARIES

188 Washington St.  
West Boxford, MA 01885  
508-352-READ

10 Elm St.  
Boxford, MA 01921  
508-887-READ

### LIBRARY TRUSTEE'S REPORT

Trustees:	Richard H. Price, Chairperson	Term Expires, 1993
	Helen Millstein, Vic Chairperson	Term Expires, 1992
	Charles Dorsey	Term Expires, 1993
	Kathleen Gorman	Term Expires, 1993
	Helen Killam	Term Expires, 1991
	Enid Thuermer	Term Expires, 1991
	Kathleen Ulman	Term Expires, 1992
	Evelyn West	Term Expires, 1992
	Nancy Woolford	Term Expires, 1991

Library Director: Adele McConaghy

#### To the Residents of Boxford:

The year 1990 has been an exciting one for the Boxford Town Libraries. Our Director, Adele McConaghy, is people oriented. "Providing service" is her motto. This is reflected throughout both libraries with her professionalism and leadership. Her major goal is to provide better library service and resources for all Boxford citizens.

We updated the reference collection by adding Value Line to supplement the Million Dollar Directory and Standard & Poor's. Due to many generous gifts and bequests, we now receive the New England Journal of Medicine, Harrowsmith, and the Daughters of the American Revolution Magazine, as well as many others. The library has also benefited from the generosity of individuals and organizations through unrestricted and memorial gifts. The entire Civil War series of 12 videos was donated in memory of Mr. Frederick Melzar by the Private Trustees. Our updated reference collection was possible also through the generosity of the Private Trustees. We now have something for everyone - researchers, readers and non-readers.

We are also particularly grateful to Mr. and Mrs. Stephen Serwo for the generous gift of \$5,000 in memory of his mother, Mary Lew Serwo. With this gift he established the Mary Lew Serwo Memorial Trust Fund, which allowed us to buy a Macintosh computer and printer for use in the Boxford Village Library and to start an educational fund. Bequests may be made to the Mary Lew Serwo Memorial Trust Fund.

Structural repairs and improvements were made at West Boxford Library. A new roof, storm and screen windows and air conditioners were installed. Boxford Village Library also was equipped with an air conditioner which will protect both the library collection and the computers from the summer heat.

The barn at Boxford Village Library was meticulously painted by students from North Shore Vocational and Technical School. We have received many compliments on their work.

Exhibits this year have been a great success, concentrating on the talents of local artists and craftsmen. We have been providing the public with monthly shows preceded by an open house including, handpainted screens, Masco student art work, wildlife photography and paintings of both



### **LIBRARY STAFF**

Susan Pattison; Michele Riendeau; Adele McConaghy, Director;  
Jean Larson; Alice Holden



### **LIBRARY STAFF**

Sandra Titcomb, Helen Clarkson, Jean Pucci

flowers and birds, watercolors of local scenes, hand-made quilts and customized stenciling. We have the great pleasure of exhibiting beautiful seasonal floral arrangements provided by the Boxford Village Garden Club in both libraries. The Garden Club dresses up the library property with special plantings every spring and are attentive to keeping the grounds clean.

The children's programs expanded to overflow capacity during the direction of our children's librarian, Jennifer Leonard-Solis. Along with the traditional weekly story hours, Easter egg hunt, Halloween and Christmas parties, the children of Boxford participated in Earth Day celebration, Investigator Programs during the summer, storytelling workshops, and Project Challenge, a program of outdoor activities.

The meeting room at West Boxford has been very well used and we encourage continued use. The Census Bureau used it in the spring, the American Association of University Women and the Children's Writers' Group have used it regularly.

Museum passes for Boston museums are still available year-round, thanks to the sponsorship by the Friends of the Library. We are very grateful, as are the many patrons who get excellent use of this service.

Brownie Troop 792 of Boxford made 36 canvas bags to carry library books to and from home. We thank them for their consideration in providing this service to the community. Many of these exhibits, programs and services have been publicized in all the local newspapers as well as the Boston Globe and professional library publication.

Good public libraries are important to all people, but few towns are able to bear the cost of supplying all the services their citizens seek. The mission statement of the Board of Trustees is to provide a broader range of materials and services than any single town library could afford.

We are members of the Merrimack Valley Library Consortium which enables us to retain local autonomy but to join together with the libraries in the Merrimack Valley Consortium to share strengths and to help create a system program of service. Cooperation among libraries of every size will help bring quality library service to all Merrimack Valley citizens, wherever they may live.

The Boxford Town Library is supported by tax dollars as part of the town budget approved at the annual town meeting. The Library is governed by a 9-member Board of Trustees, elected to serve rotating terms of three years. Friends of the Boxford Town libraries support library activities by organizing fund raisers and by promoting library services in the community. Membership is open to anyone living in Boxford.

The library is staffed by 12 part-time dedicated personnel who are trained in automation and computer use. Our volunteer program, under the direction of Marilyn May, continues to flourish. Several dedicated volunteers help the staff with support tasks. If you have some time to spare and think you would like to volunteer, please let us know.

**Thank you :**

No library report would be complete without thanking those organizations whose generosity in time and funds allow the library system to work better for us all: The Friends of the Boxford Town Libraries, the Boxford Village Garden Club, the Private Trustees and the members of our Volunteers Program. Their ongoing good work makes your visit to the library more enjoyable.

Statistics:

Twelve months ending December 31 , 1990:

Circulation:	51 ,330
Book Circulation:	45,316
Weekly Hours:	87
Magazines:	160
Newspapers:	14

Respectfully submitted,

Richard H. Price, Chairperson  
Trustee of the Boxford Town Libraries



# SCHOOL COMMITTEE REPORT

## School Committee

Arthur Mushkin, Chairman  
Barry DeNofrio, Vice Chairman  
Charles Costello  
Holly Langer  
David Smallman

Term expires, 1992  
Term expires, 1993  
Term expires, 1993  
Term expires, 1991  
Term expires, 1991

School Superintendent, Joseph J. Connelly, Ed.D.  
Assistant to the Superintendent, Robert R. Milley  
Acting Administrator of Special Education, Vickie Charlton

## School Committee Operation

The Boxford School Committee holds regular meetings generally on the second and fourth Thursday of each month. Meetings are usually held at the Spofford Pond School at 8:00 P.M.. They are open to the public and citizens are encouraged to attend. Individuals or groups may have an item placed on the agenda by forwarding a written request to the Superintendent. A notice is posted in the Town Hall in the event of special meetings or a change in the date or place of meetings.

The major objective of the Committee continues to be provision of a quality educational program within available funding resources. The grade level organizational structure locates Kindergarten through Grade Two at the Cole Elementary School and Grades Three through Grade Six at the Spofford Pond Elementary School. Ongoing curriculum renewal is provided through a strategic planning effort which addresses a major curriculum area on a seven year cycle for each subject. The current school year, 1990-1991, is the second year in a three-year curriculum endeavor to revise the elementary mathematics program.

An Act Improving the Public Schools of the Commonwealth, commonly referred to as "Chapter 188", continues to be implemented in the Boxford Public Schools. Over the past few years, through state funding via Chapter 188, a number of programs and projects, such as the School Improvement Council and Horace Mann Teacher Programs, have been made possible. However, severe reductions in state funding have significantly reduced these avenues of support. The School Improvement Council, comprised of community members, parents, teachers, and principals, determine how to allocate \$1.75 per student in the purchase of equipment and enrichment materials. Horace Mann Teacher Projects contribute state funds to stipends for teachers involved in activities that extend beyond their normal duties, such as participation on curriculum development committees.

The School Committee continues to support effective utilization of the school plants for educational, cultural, and community-based activities as an example, the Horizons program, under the able direction of Sue Ellis, offers more than forty enrichment courses in six locations during both the fall and spring semesters. Also, an extended day care program, sponsored by the Merrimack YMCA, for school-aged children was established in the fall of 1988. Utilizing the Cole School facility, more than fifty children are supervised in this important program either before or after school between the hours of 7:00 A.M. and 6:00 P.M. each school day.

A School Building Committee continues to operate. Recent construction of the Cole School addition is complete, resulting in eight classrooms and other functional areas being added to the existing building to accommodate the school enrollment increases. Efforts to renovate and expand the Spofford Pond School commenced in the spring of 1990. Renovation on the original building, accomplished during the summer of 1990, included replacement of all vinyl-asbestos tile, repainting, HVAC system renovation, ceiling replacement, lighting installation, and numerous other necessary improvements and repairs. A more detailed report on the status of the School Building Committee activities is offered at the end of this report. The School Committee, on behalf of the community,



commends the dedicated service of the School Building Committee and the school administration for their dedication and leadership in providing an appropriate and excellent facility for our growing school population.

The Committee expresses special recognition to Marjorie White who retired in September of 1990 after 12 years of service as Food Services Director for the Boxford Elementary Schools. Her dedication and diligence provided an excellent lunch program for the students through the years.

Special recognition is also expressed for Gerald Gahan who retired in June of 1990 after serving for 6 years as custodian at the Spofford Pond School. His efforts contributed much to providing a clean and safe environment for the school children. Also recognized are the contributions made by Cole School custodian, Bernard Carozzi, who retired due to serious illness after one year of effort that helped the school successfully cope with major renovations during his employment.

The School Committee acknowledges and commends the outstanding contribution and support the Boxford Parent/Teacher Organization has provided for the schools. The enrichment programs and materials, computer equipment, cultural activities, and educational field trips that result from the fiscal support of the P.T.O. have clearly served to provide the breadth of experiences for students that the classroom alone cannot deliver. The ongoing communication and moral support from the Parent/Teacher Organization have served to bring parents, teachers, administrators, and committee members together with the goal of providing an education of the highest quality for all Boxford children.

**School Enrollment, October 1, 1990**

	K	T	1	2	3	4	5	6	TOTAL
Harry Lee Cole School	119	15	98	98					330
Spofford Pond School					98	91	83	79	351
DISTRICT TOTAL									681

**Fiscal**

The budget development process is an extensive and involved task during which the Committee must make difficult decisions to bring into balance both the financial concerns of the community and elements of high quality, appropriate educational services. Increasing costs associated with normal salary increases, school transportation, building maintenance, and increased enrollment must be addressed with consideration of diminished fiscal support from the state.

The School Department budget for the year 1990 - 1991 is as shown:

General Administration and Supervision	\$ 236,995
Instructional Salaries	\$ 1,206,977
Instructional Materials	\$ 79,236
Other School Services	\$ 34,554
Regular Transportation	\$ 116,932
Fuel and Power	\$ 49,775
Building Operation and Maintenance	\$ 133,614
Special Education	\$ 399,453
TOTAL	\$ 2,257,536

Escalating costs within the special education program, mandated by Chapter 766, make the task of balancing school needs with available resources even more difficult. The Committee makes every

attempt to access state and federal funding. As examples, P.L. 94-142, P.L. 89-313, and Chapter One were utilized to help offset costs for special education and compensatory education staff. State funding was received through Chapter Two and is used to provide materials for its early childhood programs.

In the area of Special Education, Project Tutor Grant (94-142) and Project Help Grant (89-313) are two continuing federal grants that provide for a school adjustment counselor, two special needs teacher aides, materials, equipment, and teacher in-service training.

An E.E.S.A. Title II grant was awarded to Boxford and will provide funding for staff development in elementary science. A Dwight D. Eisenhower Title II grant has been awarded that will provide staff development in elementary mathematics. State-funded Commonwealth Inservice Institute Grants, awarded in previous years, were not made available by the state during the current school year.

A grant from the Governor's Alliance Against Drugs will be used to provide training and materials for implementation of Project Charlie and Here's Looking At You 2000!, programs for self esteem development and substance abuse awareness.

The Tritown Educational Foundation is a non-profit local citizens group that raises funds through a donation program for the sole benefit of the Topsfield, Boxford, and Middleton Schools. During the current school year, funding provided by the Tritown Educational Foundation supported the acquisition of science and study skills media materials and also elementary mathematics resources. An annual fundraising telethon is sponsored by the Tritown Educational Foundation to support benefits provided to the schools.

### **School Committee Goals**

Each school year, the School Committee establishes goals for the improvement of education in the schools. During 1990-1991, the School Committee has established fourteen objectives for the Boxford Schools:

1. To maintain a continuing 3-year program for building maintenance and for acquisition or replacement of instructional materials and equipment.
2. To assist the Boxford School Building Committee in its efforts to implement the Spofford Pond School Building/Renovation Project (Phase 2).
3. To implement, on a pilot basis, components of the elementary mathematics curriculum.
4. To continue to implement Chapter 727: "To continue to take all necessary steps to meet the requirements of and/or take advantage of the opportunities of Chapter 727, the Public School Improvement Act of 1985."
5. To continue to offer a twelve-month plan for in-service staff development opportunities based on an annual needs assessment.
6. To continue to address early childhood program needs in the area of special education services, and pre-school/kindergarten screening.
7. To continue to review and assess support services and staff needs in the areas of reading, computer instruction, and academically able programs.
8. To review and address program and staff needs in the elementary health program with the goal of making the program more comprehensive.
9. To develop a strategic plan for the involvement of parents and appropriate Masconomet personnel in the systemwide review and revision of the Topsfield/Boxford elementary school curriculum,

and to encourage the participation of appropriate representatives of the Middleton elementary school system.

10. To review and assess the necessary transition points between grades, namely 2-3 and 6-7 for the purpose of making these transitions as smooth as possible.
11. To establish an elementary Report Card Revision Committee for the purpose of developing recommendations on how the elementary report card and reporting procedures can more effectively meet current needs.
12. To work closely with all townwide boards and committees in promoting and obtaining support for the elementary school budget and related override questions.
13. To continue to conduct a forum that provides parents and other community members with the opportunity to interact with the administration and Committee on educational issues.
14. To continue to explore models for the introduction of foreign language instruction into the elementary curriculum.

### **Curriculum Development**

A broad-based Elementary Science Committee of staff, parents, and administrators from Topsfield, Boxford and Middleton was formed in September, 1987 to update and revise the K - 6 science program. As a result, the school department expressed a commitment to the adoption of a program that is current, has balance among earth, life, and physical science, which focuses on process skills, and which promotes higher order thinking skills. Elements of the revised curriculum were piloted during the 1988/1989 school year and the curriculum implementation process began in the fall of 1989. The new program has been phased in over a two-year period. Staff development efforts in support of the new program have been ongoing.

Also, in accordance with the regular curriculum development cycle, an Elementary Mathematics Committee of teachers, parents, and administrators from Topsfield, Boxford, and Middleton was initiated in September of 1989. This committee reviewed the current mathematics program and developed recommendations for improvement and revision. Strategies and materials for piloting in selected classrooms were determined during this first year of the curriculum revision effort. Coinciding with the local effort to improve the elementary mathematics program was the release of curriculum and evaluation standards for school mathematics by the National Council of Teachers of Mathematics. The guidelines expressed in this comprehensive report serve as an important resource for the math committee's effort. During the current school year, potential components of the revised program are being tested and monitored in selected classrooms. Staff development in elementary mathematics is ongoing. Decisions on appropriate materials and strategies for the revised program will be made in the spring of 1991 and plans for implementation will be developed.

A study committee has been formed by teachers, administrators, and parents from the elementary schools of Topsfield, Boxford and Middleton to determine the feasibility of introducing foreign language instruction into the curriculum. This study Committee examined the research on such programs and explored successful models for elementary foreign language programs. A report was produced and, in the fall of 1990, submitted for review to the school committees of all three towns in the fall of 1990. The towns, including Boxford, supported the introduction of a FLES (Foreign Language in Elementary Schools) program. An investigation of language choice, required resources, and necessary budget for implementation will be undertaken by the study Committee during the current school year.

A report card revision committee formed in the fall of 1990 will review the current reporting system and make recommendations for improvement. One goal, at the primary level, will be to produce a report card that is more appropriate for the school district's developmental curriculum.



## **Early Childhood Education**

An Early Childhood Education Committee was formed in 1987 to explore educational models and curriculum for pre-Kindergarten students. Committee research on pre-school screening instruments and on entrance age provided input for current policies and procedures. Efforts of the committee resulted in expansion and improvement of the district's outreach in identifying special needs students within the 3-5 year-old population so that early intervention services could be provided. An integrated preschool program was established at the Steward School in Topsfield to provide an environment in which both special needs and model students share participation in developmental learning activities. Several Boxford students are enrolled in this cost-effective and purposeful program. The feasibility of establishing a similar program at a Boxford site is currently being explored.

## **Music Curriculum**

An Elementary Music Advisory Committee consisting of parents, staff members, and community members was formed in the fall of 1987 to review the current music and instrumental programs. Recommendations were presented to the School Committee in the form of a detailed three-year plan for program improvement and revitalization. The expansion of the grade three general music program to include a separate recorder experience; and, the establishment of a voluntary strings instrumental program, are ongoing positive results of the planning. Over time, two periods per week of music instruction for all students is planned with concurrent expansion and enrichment of the curriculum. Currently, about one-third of the students at the Spofford Pond School are involved with the instrumental music program under the leadership of teacher Elizabeth Shepard, and about 70% of grade five and six students are part of the choral group under the direction of teacher Sue Ellis.

## **Educational Technology Planning**

A Technology Planning Committee for the Spofford Pond School was established in the Spring of 1987 to develop long range strategies for the implementation of computers and other technologies in the school. Resultingly, a computer lab has been established at the school in which students are involved in problem solving, social studies, and language arts activities. Acquisition of a videodisk player through state grant funding currently permits implementation of this new technology within the science program.

Computers provided through P.T.O. support are used at the Cole School in classroom settings for integration with the process writing program. Acquisition of additional equipment through an Educational Technology Capital Improvement Grant has enabled expanded access to computers for regular education and special needs students. Exploration of other potential areas for integrating technology with the curriculum is ongoing.

## **Enrichment Program**

School Committee objectives during the past two years have included the exploration of models for integrating critical thinking skills with the elementary curriculum and also the development of an enrichment program for students. Through a series of State grants, some instructional staff time for pilot efforts had been provided in these areas. During the 1989/90 school year, a part-time position of Enrichment Teacher was established for the Spofford Pond School. A program was developed that enabled the Enrichment Teacher to work initially with full classes of students in providing experiences that build problem solving skills. Materials are drawn from various educational resources such as the Odyssey of the Mind program. Future plans are for the teacher, Hedy Petersen, to work with smaller groups of students, identified as being academically talented, within specific focus areas of the grade 3 - 6 curriculum.

## **Testing Program**

In October of each school year, the Massachusetts State Basic Skills Test is administered to all eligible grade three and six students in reading, writing, and mathematics. The purpose of these tests is to identify and assist individual students who might be deficient in these basic skills. State Assessment tests are delivered every other year in the spring to students in grade four. These assessment tests dealt with reading, math, science, and social studies. Assessment tests results provide information to the schools on areas of curriculum and instruction and assist the district in identifying any weaknesses in their programs of study.

Also in May of each school year, the Boxford Elementary Schools have utilized the Iowa Tests of Basic Skills in reading, language, math, and work-study skills in an effort to obtain detailed information on the ability and growth of individual students in numerous sub-skill areas so that appropriate instructional programs may be prescribed. These tests are administered in grades three and five. The Iowa Tests also provide feedback that enables minor grade-level modifications in basic skill instruction that would serve to improve group performance. In 1989, a report was developed by a Standardized Testing Study Team that recommended the identification of a reading test for grade two students that matches well with our curriculum approach. Selection and administration of such a test is expected by the spring of 1991. Results from all components of the standardized testing program have been well-utilized in an attempt to monitor, evaluate, and continually fine-tune the instructional process. The School Committee and administration are committed to an ongoing assessment of our testing program in an attempt to maximize consistency between curriculum goals and the system for evaluating those goals.

## **Teacher In-Service Training**

The School Committee continues to place strong emphasis on planned staff development programs that focus upon curriculum priorities and individual staff needs. Topics for in-service programs for the 1990/1991 school year include transition grade planning, cooperative learning, health and wellness, and hands-on math. Several other opportunities directly related to classroom issues were also offered. In addition, the Committee provides incentives through tuition reimbursement programs for teachers to pursue graduate level coursework outside of the school day. It is the position of the Committee that this ongoing renewal process facilitates implementation of new curriculum and instructional techniques and enables teachers to maintain their professional skills. A well-trained and competent professional staff will benefit all students in the schools through increased awareness of new instructional strategies and current content.

## **Special Needs Education**

School districts are mandated, through state and federal laws to provide special education services to those students who require it.

In the fall of 1990, there were 120 special needs students in the Boxford Elementary Schools, including 38 at Cole, 75 at Spofford Pond, 2 in outside placements and 5 preschoolers, several of whom are enrolled in our Topsfield/Boxford Integrated Program. The percentage of Boxford students receiving special education services is approximately 17% which is consistent with the state norm.

During the school year 1990-1991, the Special Education staff consists of 1 Special Education Administrator, 3 resource room teachers, 2 resource center teachers, 5 aides, 2 part-time counselors, and 2 speech therapists (one full-time & one part-time). The support offered to students in the Boxford schools range from monitoring their progress in the regular education classes and consulting with their regular education teachers, to total academics in a substantially separate language-based program. Most of our students receive under 6 1/4 hours a week of services (502.1 and 502.2 prototypes).

Boxford belongs to the Greater Lawrence Educational Collaborative which is comprised of several Merrimack Valley school districts who come together with shared needs. It provides programs for low incidence special needs students, offers contractual services (such as occupational therapy, physical therapy, vision specialist, consult, etc.) and serves as a resource to address special education concerns.



At present, one of our outside placement students is in a Collaborative program housed in Topsfield and a number of our students receive their specialist services through them as well. Others have their therapy provided by private individuals or agencies at town expense.

Boxford's and Topsfield's parents of special education students have joined together to form the Parent Advisory Council (PAC). The purpose of the PAC is to maintain ongoing contact with the Special Education Dept. and the Special Education Administrator, to review the department's annual program plan, to offer input into program planning and to share information, resources and support. Meetings are held monthly with outside speakers generally coming to present on alternate months.

**Health Services**

The Health Service is an important aspect of the school program. The many responsibilities carried on by Rosemary Smaha, Spofford Pond School, Lynne Nechtem, Cole School and Dr. James Brackbill, School Physician, include the following:

Physical Examination	26 students in both schools
Massachusetts Vision Tests	All students, 14 referrals
Massachusetts Hearing Tests	All students, 15 referrals
Kindergarten Screening	121 students, 3 referrals for hearing, 8 for vision
Tuberculosis Testing	All new staff, bus drivers and volunteers, total 50
Postural Screening	184 students in grade 5 and 6, 9 referrals
Home Visits	3 students
Flu Vaccine Clinic	9 faculty and staff members

In addition, ill and injured children were given appropriate care. Medications were given as ordered by the child's physician. Emergency medications are kept in the Health Rooms, and the nurses dispense these as emergency situations arise. Both nurses are certified in C.P.R., and renew this on a yearly basis. Both nurses attend conferences and read literature to keep abreast of current health issues. All health records are renewed and updated. All of the children are weighed and measured each year. As of November 1, all students were in compliance with state immunization requirements. The law required immunization against diphtheria, pertussis, tetanus, measles, polio, mumps and rubella as a condition of school attendance. A child may be admitted upon certification by a physician that the health of a child would be endangered by such immunization or by certification of the parents that immunization conflict with their sincere religious beliefs. The state requires proof of a lead screening, that proof must be verified by the school nurse prior to December 1, for current health problems. In the past year, the school nurses have detected 49 cases of head lice which necessitated the screening of other family members as well as all children in the child's class, and/or grade level. In addition, the nurses provide information on the treatment and prevention of head lice.

At Spofford Pond, the nurse is involved in the planning and teaching of the Family Life Program as well as an anti-smoking campaign.

In both schools, the nurses are responsible for recording daily attendance and for contacting parents of absent children whose parents have not contacted the school. The nurse at Spofford Pond School records the attendance for both schools on the computer and issues a report at the end of the year.

**School Lunch Program**

The school lunch program in the Boxford Elementary Schools sold 43,100 Type A lunches during the 1989/1990 school year. For the first time in nine years, the price of the school lunch was increased by 25 cents to a cost of \$1.00. This increase was necessitated by the fact that the school lunch program was operating at a substantial deficit during the previous year. Factors contributing to the deficit were increased food costs, reduction in government commodities, building renovation, and overall declin-

ing student participation. Much effort was made to reduce program deficits. Involvement in the Education Cooperative allowed the schools to obtain lower prices on higher volume items such as bread, milk, and ice cream.

Free and reduced price lunches are available to families who meet federally established income levels. Parents are urged to contact the building principal regarding potential eligibility. The anonymity of parents and children will be protected. Senior citizen meals are served daily at the Spofford Pond School. The cost of a senior lunch is fifty cents.

An unofficial statement of accounts for the school year 1989/1990 is offered below:

Receipts		Expenditures	
Pupil Sales	\$54,901.35	Food	\$42,564.03
Adult Sales	6,395.65	Labor	42,249.40
U.S.D.A. Reim.	11,636.52	Other	4,914.01
Other	2,411.09		
Transferred from			
Other Accts.	14,382.83 *		
Totals	\$89,727.44		\$89,727.44

\* The program deficit was met through delayed state reimbursements of approximately \$3650, transfers from other school budgets of approximately \$7850, and a transfer from the Boxford treasury of approximately \$1875.

The Boxford Schools are working closely with the Bureau of Nutritional Services of the State Department of Education to investigate ways of reducing program deficits. One measure taken for the school year 1990/1991 was to increase the price of school lunches from \$1.00 to \$1.25. Numerous ways to increase student participation will also be employed.

## Staff Directory

Cole School	Grade	Appointment	Degree	College or University
Nancy Diamonti	Principal	1984	BA MS CAGS	Caldwell College University of Wisconsin University of Wisconsin
Pamela Bateman	K	1975	BS	Framingham State College
Janet Case	K	1990	BS	Regis College
Cynthia Hunt	K	1981	BS M.Ed.	Salem State College Salem State College
Deborah Mahoney	T	1974	BS	Salem State College
Margaret Cook	1	1977	BA M.Ed.	Principia College Antioch College
Susan Giovannacci	1	1985	BS	Salem State College
Beth Ann Lewis	1	1986	BA M.Ed.	Carleton College Lesley College
Sherry Moore	1	1973	BS	New York University
Mary Lee Kennefick	1	1989	BA MS	Westfield St. College Wheelock College
Virginia Douglass	2	1964	BS	Salem State College
Nancy Ames	2	1987	BS M.Ed.	Univ. of Colorado Lesley College
Terry Marcille	2	1979	BS	Univ. of Massachusetts
Harriet Ernst	2	1962	BA	Univ. of Massachusetts
Ellen Casey	2	1986	BS	Northeastern University

<b>Spofford Pond School</b>	<b>Grade</b>	<b>Appointment</b>	<b>Degree</b>	<b>College or University</b>
Bernard Creeden	Principal	1980	AB M.Ed. Ed.D.	College of Holy Cross Salem State College Boston College
Leslie Hamilton	3	1969	BA	Merrimack College
Renee Hamilton	3	1976	BS M.Ed.	Wagner College Regis College
Mary Mann	3	1987	BS	Framingham State College
Jacqueline Murphy	3	1985	BA	Tufts University
Peggy Taylor	3	1990	BS M.Ed.	Mt. Sr. Joseph College U. of Indiana
Della M. Baur	4	1985	BS	Towson State University
Marilyn Guptill	4	1968	BS M.Ed.	Univ. of New Hampshire Northeastern University
Mary Oberti	4	1969	BS M.Ed.	Plymouth State College Boston University
Ruth Race	4	1974	BA	Middlebury College
Jeannie Ward	4	1988	BS	Lesley College
Debra Auday	5	1987	BS M.Ed.	BIOLA University Lesley College
Dorothy Pirrello	5	1990	BS	Lesley College
Richard Bateman	5	1970	BS	Salem State College
Edward Guazzaloca	5	1986	BS	Salem State College
James Platt	6	1969	BS M.Ed.	Boston State College Salem State College
Susan Robinson	6	1978	BS	University of Vermont
Mary Ellen Sorensen	6	1987	BS	Univ. of Massachusetts
Phyllis A. Wallace	6	1970	BS	Salem State College
<b>Specialists</b>	<b>Subject</b>	<b>Appointment</b>	<b>Degree</b>	<b>College or University</b>
Christine Cotti	Art	1987	BA	Lowell State
Susan Ellis	Music	1981	BS MA	Keene State College Lelsey College
Jill MacDonald	P.E.	1967	BA	Iowa State College
Robert Sparkes	P.E.	1977	BS	Boston State College
Heidi Canner	SPED	1988	BS M.Ed.	Univ. of Massachusetts Lesley College
Jill Edwards	SPED	1986	BS	Gordon College
Brenda Pucci	SPED	1990	BS	Leslie College
Linda Piecowicz	SPED	1979	BS M.Ed.	Salem State College Butler University
Joan Corradino	Guidance	1987	BS M.Ed.	Wagner College Tufts University
Virginia Simon	Guidance	1986	BA M.Ed.	Case Western Reserve Tufts University
Cheryl Zagray	Speech	1983	BS	Emerson College
Elizabeth Shepard	Music	1989	BS	Lowell St. College
Hedy Peterson	Enrichment	1989	AB MA	Aldelphi University New York University





Staff and students of Harry Lee Cole School  
(photo by David Mehlin)



Staff and students of Spofford Pond School



**BOXFORD/TOPSFIELD SCHOOL UNION  
SUPERINTENDENT'S OFFICE**

**FRONT ROW:** Antonette Valcourt; Linda Repucci; Vickie Charlton, SPED Director;  
Nancy Sideri

**BACK ROW:** Robert Milley, Assistant to Superintendent; Joseph J. Connelly, Superintendent of  
Schools; Leslie Packer, Bookkeeper



# BOXFORD SCHOOL BUILDING COMMITTEE REPORT

## Boxford School Building Committee

Charles J. Costello, Chmn.  
Eugene Connor, Jr.  
Jan Gustafson  
Charlotte Smallman

Barry DeNofrio, V. Chmn.  
Richard Daly  
David Smallman

The year 1990 was, as the two years previous, extremely productive for the Boxford School Building Committee (BSBC) as it completed construction closeout data for the Harry Lee Cole School and commenced construction activities at the Spofford Pond School. As the year began all of the major construction activities at Cole School had been completed. In the spring of 1990, construction commenced at the Spofford Pond School.

At the Cole School, as the academic year began in the fall of 1989, the contractor completed the kitchen renovation, gymnasium work and landscaping. From a construction standpoint, the balance of the year at Cole School was relatively quiet. On October 29, 1990, a technical and financial closeout settlement was reached with Eastern Contractors for the work performed at the Cole School. This agreement provided for the completion of all punchlist items, warranty periods and the remaining landscaping which is scheduled for completion during the spring of 1991. The closeout agreement established the final figure for construction and associated costs to be within the budget appropriated by the town.

In the spring, under a separate contract, the new ballfield at Cole School was constructed on the adjacent parcel of land that had been acquired from Mrs. Besse Carr the previous year. The ballfield will be available for community use and league play on April 1, 1991.

In late November, the school district received a letter from Mr. John Caverly, Senior Auditor for the Grant Money School Service Bureau which stated that \$7,831,399 was the state approved construction cost. This amount represented .995 of all costs submitted to the School Building Assistance Bureau. As a result, at the State approval rate of 70 percent, a total of \$5,481,979. will be reimbursed to the Town of Boxford. Further communications with the State indicated that the school district's request for a payback period being reduced from the original scheduled twenty years to eleven years, had been approved. Boxford's reimbursement amount accordingly, will move from the



Groundbreaking for Spofford Pond School Addition

\$229,444. amount it is presently receiving, to \$599,206. beginning in June, 1992. Clearly, all of the above was very good news for the town.

In the spring of 1990, a special Town Meeting was held at the request of the Board of Selectmen to gain a "sense from the Town" on its desire to proceed with the Spofford Pond School project, given the fact that the State reimbursement for the Spofford School may be delayed. The Town had approved the project with a Proposition 2 1/2 set-aside vote in May, 1987. After much conscientious debate, the Town overwhelmingly reaffirmed their commitment to the project at the approved cost of \$2,400,000.

Construction commenced on the site work at Spofford Pond School on May 17, 1990. By mid-summer, preliminary site work and asbestos abatement were completed on the existing structure. Also, the foundation for the new addition had been placed. Throughout the summer months, Mello Construction of Taunton, Mass. made a concerted effort to complete all of the renovation work to the existing building required for a timely opening of school in September. This was accomplished to the satisfaction of the building inspector who issued a partial occupancy permit for the newly renovated existing building. In order to give the staff a few more days to prepare their instructional areas, the school administration opened school at Spofford Pond on September 6th, just one day after the originally scheduled opening.

With the school occupied, the contractor shifted his focus from the renovation work to the new addition. In October, the steel erection was completed. By the end of 1991 the building was made weather tight with the completion of the masonry walls and roof.

The Spofford Pond building project remains ahead of its schedule for completion, on June 15, 1991 and the project continues to be on budget.

Respectfully submitted,

THE BOXFORD SCHOOL BUILDING COMMITTEE

## **NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT**

### **20 BALCH STREET, BEVERLY, MASSACHUSETTS 01915**

North Shore Regional Vocational-Technical High School entered its fifteenth year of operation as a vocational-technical high school in September of 1990. Students at the school receive both academic instruction leading to a high school diploma and vocational education leading to a vocational certificate. Students who successfully complete their programs of studies receive both a high school diploma and a vocational certificate upon graduation, and are prepared for immediate employment, further education, or both.

#### **ADMINISTRATION**

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee, and oversee the daily operation of the school. Our principal, John Roper, brings statewide experience in curriculum development in applied academics for vocational schools to North Shore, as well as experience at both the high school and collegiate levels.

#### **ENROLLMENT**

Enrollment, as of October 1, 1990, was 427, an increase of twenty-nine percent (29%) over the 1989-90 school year. Enrollment of post-graduate students continues to increase each year.

Two students from Boxford are currently enrolled. Students participate in programs in Auto/Diesel Technology, Carpentry, Commercial Art, Collision Repair Technology, Cosmetology, Culinary Arts, Distributive Education, Fashion Design, Building Trades Technology, Electronics/Computer Technology, Masonry, Refrigeration, Welding, and Resort Services. A new program, Health Technology, opened in September of 1990. This program, jointly planned through the North Shore Vocational Education Partnership, operates at Beverly High School, and is funded through Carl A. Perkins federal vocational education funds. Also through the Partnership, students may enroll in Cabinet Making and Printing at Beverly High School, Machine Technology at Beverly or Gloucester High School, and Electricity at Salem High School.

#### **GRADUATION**

Sixty-seven (67) students received high school diplomas and vocational certificates at the thirteenth annual graduation exercises, held in the Lester C. Ayres Gymnasium on June 1, 1990. Ninety-seven percent (97%) of the graduates were placed in trade-related jobs, entered the military, or pursued further education.

#### **CURRICULUM MODIFICATION**

The faculty and administration continuously reviews curriculum and teaching methods to meet the needs of the students and to prepare them for the demands of the twenty-first century. Program Advisory Committee input is utilized extensively in reviewing and modifying vocational curriculum. Instructors from North Shore Regional have been involved in identifying math competencies which relate to a broad range of vocational programs and in pilot-testing, for the Division of Occupational Education, a program in Statistical Process Control. As a result of the study of math curricula, a new course, Applied Mathematics, was implemented for the eleventh and twelfth grades. A comprehensive AIDS education program was initiated during the 1987-88 school year and continues to be a cornerstone of the health education program.

The North Shore Regional Vocational School District, along with vocational directors from several other schools within the region, are studying several vocational program areas, currently not available within the District, for possible consideration for future programming.



## **FUNDING**

The vocational community faces the same uncertainty over state funding that the cities and towns of the Commonwealth face. In addition, questions surrounding Question 5 and its implementation place even greater uncertainty for regional schools. In light of the potentially crippling situation facing our member communities, every effort is being made to develop a fiscally responsible, austere budget for Fiscal Year 1992.

## **BUILDING AND GROUNDS**

The District's current lease for a portion of the USM complex on Balch Street in Beverly expires on June 30, 1991. The District Committee is engaged in negotiations to purchase the former R & K Precision Machine property, located on Log Bridge Road in Middleton. The Committee recently voted to bond up to \$5.5 million for the purpose of acquiring and reconstructing the above-mentioned property, and is currently pursuing the statutory requirements for approval by the member communities of the vote. It is anticipated that, with the necessary approvals, the District will relocate its facility to the Middleton location in time for a September, 1991, opening.

## **INTERSCHOLASTIC SPORTS**

North Shore Regional's teams continue to be competitive in a number of sports in the Commonwealth Athletic Conference. Soccer and cross-country occupy the fall season, basketball and cheerleading the winter season and baseball and softball round out the spring season. Increasing numbers of students participate each year, and enjoy the many benefits of organized sports. Each season is capped off by awards banquets sponsored by the Varsity Club.

## **CAREER EXPLORATION**

Ninth grade students explore six different shops in their first three quarters of attendance. This experience, along with a Career Guidance Seminar series offered by the Guidance Department, enables students to make informed and realistic career choices.

## **SPECIAL EDUCATION**

Providing special education services to those students identified as requiring services continues to be a major strength of North Shore Regional. A team of well-trained specialists works closely with the regular education academic and vocational instructors to ensure maximum benefit to the students. Efforts to further integrate special needs students into the mainstream are underway. Research, and our own experience, has shown that many students who have been identified as having learning problems learn best through a hands-on approach to learning. Therefore, it is often possible for basic skills to be reinforced through shop experiences.

At the request of several of the member communities, a new program which provides additional assistance in the carpentry shop for those students who are not yet prepared to handle a totally mainstreamed vocational experience, was implemented. It is funded through the Carl D. Perkins Vocational Education Acts, and numerous member communities contributed their allocations toward this project.

Resort Services, a substantially separate program for students whose special needs preclude their mainstreaming in regular academic and shop areas, provides a fully integrated program of academic instruction, daily living skills, and occupational training to approximately fourteen students. Several graduates have made a very smooth transition to the world of work from the Resort Services program.

## **PLACEMENT EFFORT**

Placement of students in trade or trade-related employment has been very high. Over the last five years, we have averaged over ninety-five percent placement. The average starting wage is over \$8.50 per hour. Follow-up studies show that both employers and graduates are very satisfied with the training



received. We also find that the majority of graduates remain on the North Shore, and an increasing number have become employers and entrepreneurs in their own right, thereby making a positive contribution to their communities. Many students also participate in some form of post-secondary education or training, usually to upgrade skills learned at North Shore Regional.

## OTHER ACTIVITIES

### COLLABORATIVE EFFORTS

The North Shore Vocational Education Partnership, is designed to promote the collaborative delivery of vocational education services and to broaden vocational offerings to students throughout the District. A Steering Committee, comprised of representatives from each school district, meets monthly to discuss and plan more effective vocational education offerings to meet the needs of a broad range of students.

The Bridge Program enables junior and senior students from member high schools to spend a part of the school day in a vocational program at North Shore. This program provides access to vocational education for students who might not participate in a full-time vocational education program.

North Shore Regional Vocational School District, in conjunction with North Shore Head Start, was awarded one of five grants to operate a day care center for Head Start eligible children and to provide vocational training to Head Start mothers. Through this grant, an infant and toddler day care program, which is housed at Danvers High School, was opened in late November of 1989. At the present time, fourteen (14) Head Start parents are engaged in full or part-time vocational training. The program was featured in a video prepared by the national Head Start organization.

### EVENING ADULT EDUCATION

The Evening Adult Education Division of North Shore Regional Vocational School District continues to serve yearly over one thousand residents of the District. A wide variety of courses, ranging from specific skill training and retraining to home improvement and creative arts, are offered each of two semesters each year. This program operates at no cost to the District Committee, and provides a much-needed service to the adults of the region.

## SUMMARY

North Shore Regional Vocational School District provides a much-needed alternative form of education for students on the North Shore who wish to learn a trade or technical skill. Through constant attention to labor market demand, an active and involved Trade Advisory Committee, and involvement in general school improvement efforts, North Shore Regional Vocational-Technical High School strives to provide education and training to enable its graduates to enter the twenty-first century with the requisite skills to succeed. North Shore Regional Vocational School District will continue to serve the communities of the North Shore by providing a continuous flow of young, highly skilled workers who are prepared to take their places as contributing members of society and valuable citizens of their communities.

### NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT COMMITTEE

BEVERLY	Paul F. McDonald	MARBLEHEAD	H. Bruce Boal
BOXFORD	Herbert P. Golub, Ph.D.	MIDDLETON	James M. Reynolds
DANVERS	T. Frank Tyrrell, Jr.	NAHANT	Thomas Johnson
ESSEX	George R. Harvey	ROCKPORT	Jean Knowlton
GLOUCESTER	Robert F. Parsons, Sr.	SALEM	Daniel Muldoon
HAMILTON	Richard J. Ceremask	SWAMPSCOTT	Stanley Goldstein
LYNNFIELD	Ernestine J. Rose	TOPSFIELD	Robert C. Nordstrom
MANCHESTER	Carl A. O'Brien	WENHAM	Judith H. Bubriski
Superintendent-Director Patricia W. Carlson, Ed. D.		District Treasurer	George E. Mosse, Jr.

# **PUBLIC SAFETY**

**Civil Defense**

**Communications**

**Fire**

**Police**

**Animal Control Officer**

## CIVIL DEFENSE

The year of 1990, as in the years past, was again a year without major storms or problems, thereby allowing my efforts to be directed in the area of communicating with associated agencies and following up on state government policies and programs.

I again wish to thank the other Town departments (Fire, Police, Public Works, etc.) for their readiness should a situation arise.

In the year 1991, I will be looking to add two members to the Civil Defense for the purpose of creating better coverage, especially when I might be out of town on business.

We will also be looking for greater communications with neighboring towns next year, and the listing of various equipment available to us, or them, in time of need.

Respectfully submitted,

Edward H. Smith  
Director

## COMMUNICATIONS DEPARTMENT

The Communications Department survived the year of 1990 with many successes and achievements specifically in the areas of Training and Education. We were thankfully not besieged by the usual number of thunder and lightening storms, power outages, or generator eating mice families.

In April of 1990 we trained with and participated in the Fire Departments Mass Critical Incident Drill. Each member of our department participated either on the desk, at the scene, or behind the scene making recordings and transcripts of the drill. This was the first time we saw ourselves in action on video tape. Clearly the potential for using this form of recording for training will be incorporated into our future programs.

Dispatchers are not without their share in the threat of stress, burnout, and personal involvement in horrific and tragic events. Thus a great deal of our training has been on the topic of stress management. The losses we can record as statistics in our town, whether as a result of a motor vehicle accident, fire, illness, or other, effects each of us in both personal and professional ways. As such we make available to our employees the process of Critical Incident Stress Debriefing following any incident of loss or prolonged rescue. As a Peer Supported, Mental Health facilitated group process, we may participate in career saving, stress reducing discussions with our co-workers or others from the field of Emergency Services.

Events such as the above mentioned do not always result in perfect Emergency dispatching. With our training and education, and cross training with other departments we however continue to provide a standard of excellence. This past year specifically Dispatchers Judi Stickney, Kathleen Zolla, Susan Longo, and Maryann Dineen have been recognized for their outstanding work during critical calls which occurred during their shifts. From their examples we are all able to learn and improve our individual work.

At the start of 1990 Warren Gould became our Certified Teletype Representative for participation in regional planning meetings. He is responsible for testing and certifying all dispatchers as users of the Teletype System. In May of 1990 Judith Stickney graduated from North Shore Community College. Kristen Duncan graduated from Northern Essex Community College and has become a full time student at Salem State. Phil Drinker entered Salem State part time. Rob Corliss will graduate in May with a degree in Criminal Justice from Middlesex Community College. Both he and John Bain are presently attending the Reserve Police Academy in Topsfield. Kathleen Zolla and I began studies in American Sign Language. In August of 1990 I completed my Master's Degree in Community Psychology at Springfield College and will enter an ASL Interpreter Certification Program in the fall of this year. I am presently attempting to ascertain the number of Deaf and Hearing Impaired adults and children who live in Boxford in order to better assess our needs and theirs in handling Emergency situations for these individuals.

As always I thank my co-workers for their support and dedication to understanding the importance of the work they do as Emergency Dispatchers. Thanks also to Chief Warren, Chief Dustin, Tom Greene and their employees for another interesting and changing year. Our statistical data follows.

Respectfully Submitted  
Elizabeth Russell



# **COMMUNICATIONS STATISTICS TOWN OF BOXFORD**

## **YEAR END STATISTICS - 1990**

ALARMS	Burglary		Fire	Trouble		True Burg.		True Fire	Notices
Lease Lines									
Zones 1 - 100	167		47	366		1		0	17
Pre-Recorded									
Zones 100 -126	14		1	0		0		0	0
Digital Dial.									
Zones 200 - up	177		23	4		1		0	25
Private Alarm									
No Zone #'s	572		37	7		7		3	85
TOTALS	930		108	377		9		3	127
TELEPHONES	Police	Fire	DPW	Comm.	Wrecker	Ambulance	Other	Wrecker	
Incoming	23,523	2,455	579	3,175	81	65	1,102	30,980	
Outgoing	3,267	565	166	986	332	207	0	5,523	
Toll Calls	407	35	20	168	99	51	0	780	
Totals	27,197	3,055	765	4,329	512	323	1102	37,283	
									Grand
TRANSMISSIONS	Police		Fire	DPW	CB	Amb.	County	Misc.	Total
Totals	52,634		9,527	1,090	1	305	396	25	63,978
									Grand
AMBULANCE	Shanahans		Lyons	Cruiser	Other	Cancel/No XPort		Total	
Totals	46		135	1	6	-29/-10		149	
									Grand
WRECKERS	Tromblys		Scotties	Country Motors		Other	Cancelled	Total	
Total	106		164	0		3	-5	268	



**COMMUNICATIONS DEPARTMENT**

**FRONT ROW:** Susan Longo; Elizabeth Russell, Director; Judith Stickney  
**BACK ROW:** Maryann Dineen; Kathleen Zolla; John Bain; Robert Corliss; Warren Gould;  
 Kristen Duncan  
**NOT PICTURED:** Phil Drinker

## REPORT OF THE FIRE DEPARTMENT

The Boxford Fire Department wishes to make the following report to the citizens of Boxford for the year 1990.

### Responses to Calls for Assistance

Structural	2	Brush, grass, woods	51
Electrical:		Investigations:	
Inside	5	Smoke in house	1
Outside	3	Smoke in area	6
Heating	12	Other	1
Appliances	6	False Alarms:	
Cooking	13	Home	30
Vehicle:		School	6
Fire	24	Other	12
Accidents	24	Mutual Aid	4
Accidents		Cellar Pumping	4
with P.I.	51	Miscellaneous	12
Medical Aid			
other than			
motor vehicle	105		
Chimney	9		
TOTAL		TOTAL MEDICAL AID	
RESPONSES	382	SERVICE	183

The most significant factor of the year was, as in 1989, the lack of a major structural fire in the community. This was due in large measure to the placement of smoke detectors in most of the homes in Boxford, allowing for earl arrival of apparatus to take care of ignition source problem before fire extention occurred.

### ANALYSIS

Responses by the Fire Department were up 4%, a pleasant surprise considering the growth of the community. The number of chimney fires continued to diminish, reflecting both the reduction of wood burning stoves in use and the proper maintenance and use of this type of heating device. Unfortunately, the number of motor vehicle accidents with personal injury increased 25%, a statistic that all public safety agencies in Boxford are greatly concerned.

### EMERGENCY MEDICAL SERVICES

During 1990, the Department's extrication capability was further enhanced through the purchase of optional equipment for the Hurst Jaws of Life hydraulic rescue tool. Additionally, older model traction splints have been replaced and added to the wide range of equipment carried on Rescue 1 and Engine 5.

The level of training and expertise continues to increase through the voluntary participation of Department personnel in the Commonwealth of Massachusetts Emergency Medical Technician program. With the successful certification of those members currently enrolled, the Department will have 12 fire-fighters who are also qualified EMT's. EMS training for all department members forms an integral part of our continuing education program and accounted for some 395 manhours during 1990.



### **FIRE DEPARTMENT**

**FIRST ROW:** Ed Lavery, Glad Remaly, Roy Skinner, Warren Gould, Greg Reiff,  
Andy Fraser, Matt Smith, Larry Dolloff, James Nason

**SECOND ROW:** Lt. Ed Smith, Lt. Ted Riter, Capt. George Gould,  
Capt. Charles Goldsmith, Chief Damon Dustin,  
Deputy Chief Peter Perkins, Capt. Don Denman,  
Lt. Stacy Spencer, Lt. Al Beardsley.

**BACK ROW:** James Riter, Shawn Stickney, Chad Fleck, Lt. Dennis Miller,  
Kerry Stickney, Mathew Dustin, Thomas Thomassen, Alan Gould,  
Mark Warter, Marcel Corriveau.

**NOT PICTURED:** Robert Corthell, Phil Drinker, Brent Williams



For the first time ever, the Department utilized pre-plans and protocols established last year with Med-Flight for the helicopter evacuation and transport of trauma victims from accident scenes direct to Boston hospitals. Use of this resource represents one of the most progressive and fastest growing methods of providing advanced life support services to those in the "field".

FIRE PREVENTION

Although 1990 saw a dramatic downturn for the regional economy, such was not true for the Fire Prevention Unit. Overall, our numbers were on the increase in all categories we cover. Most interesting are the numbers concerning oil burners and above ground oil storage tanks. Here we saw a 10% and 9% increase respectively over 1989. Most of this increase occurred during the last quarter of the year. Undoubtedly, the mid-East Crisis and the Town's UST compliance Bylaw had much to do with these increases. In addition, the number of smoke detector inspections increased almost 10% over 1989. Again, during the last quarter, we saw increased activity as home owners took advantage of lower interest rates and refinanced their homes.

The number of public building inspections almost doubled over 1989 from 9 to 16. The Spofford School, like the Cole School in 1989, occupied many man hours by our unit.

As a reminder to the citizens of Boxford, the Fire Prevention Unit of the Fire Department stands available to assist homeowners at any time in the locating of smoke detectors, fuel tank storage, or assisting in mapping out emergency escape routes for the home. Any homeowner or business wishing to have an inspection performed can call the Communications Center at 887-8136 to schedule an appointment. Inspections are performed every Saturday starting at 8:30 a.m. In addition, the National Fire Protection Association, and the Boxford Fire Department, recommend if you have battery powered smoke detectors, make sure you change the batteries once a year.

SUMMARY OF INSPECTIONS

Oil Burner	44	Gasoline Tanks	0
Oil Tanks	56	Propane Tanks	17
Underground Storage Tanks:		Smoke Detectors	
Removal	41	Initial	159
Tested	6	Resale	89
Delivery permit	8	Re-inspections	39
Registered	47		
Installed	1		

TRAINING

The Boxford Fire Department conducted over 30 training sessions in 1990, including 18 fire, 13 EMS, and 4 equipment maintenance sessions. Your firemen invested over 100 hours per man, in actual drill sessions during 1990. The highlight of the year was the Mass Casualty Drill in April, 1990. This drill simulated a school bus accident and involved the resources of 11 area ambulance or fire departments, Hale Hospital, and support services from the Boxford Fire Department Ladies Auxiliary, McGreggor-Smith Bus Lines, Scotty's of Georgetown, Coady's Towing of Haverhill and the local Boy and Girl Scout troops, who provided many of the "victims".

In 1990, 28 firemen completed the training with satisfactory attendance. During the January through June period, the Boxford Fire Department officers conducted winter related drills including ice drafting and fireplace/chimney/wood stove emergencies. Other programs included drills on specific topics including smoke detector systems, heating systems, hazardous material risks in garage/tool-shed/cabana fires, and truck/van fires.

The fall of 1990, sessions concentrated on a complete review of structural fire fighting including water supply, ladders, SCBA, a state fire academy program on interior fire fighting, and culminated with a simulated structural fire at the Highway Garage.



Special programs included handling small air plane emergencies. We thank the officials at the Lawrence and Beverly Airports who conducted these programs. Also, we had a review of the laws and common sense of driving emergency vehicles, conducted by Motor Vehicle Inspector Tzitzon, and a drill on the West Village Pre-plan with the assistance of North Andover and Georgetown Fire Departments.

Your fireman devote many hours of their personal time to plan, set up and run drills. One primary benefit is showing where the town must plan for the future. Water supply for a fire involving the historic buildings in the East and West Villages is an ongoing concern. The replacement of some of our hose with 5 inch supply hose is the only feasible method to get adequate water from Fish Brook to the East Village, 3,000 feet away.

### **LADIES AUXILIARY OF THE FIRE DEPARTMENT**

The support of the Ladies Auxiliary continues to be of invaluable assistance to the Department, providing support in the event of a major fire, floor, snowstorm, or major training event, with hot and cold beverages, hot meals and sandwiches; both at the scene of the emergency or at the stations. The membership is comprised of firefighters wives, a firefighter, family members and friends of the Fire Department. The organization is open to all.

### **OTHER DEPARTMENTS**

The Fire Department appreciates the cooperation, support and assistance of all the Town Boards and organizations within the community. We especially thank the Board of Selectmen, Town Hall personnel, the Police Department, the Department of Public Works, the Communications Department, the Finance Committee and the Planning Board.

### **MEMBERS OF THE FIRE DEPARTMENT WHO SERVED IN 1990 ARE:**

Beardsley, AL; Lieut.	Miller, Dennis; Lieut.
Coder, Carl; Lieut.	Nason, James
Corriveau, Marcel	Paisley, William
Corthell, Robert	Perkins, Peter; Dep. Chief
Denman, Don; Capt.	Reiff, Greg
Dolloff, Larry	Remaly, Glad
Drinker, Phil	Riter, James
Durkee, David	Riter, Ted; Lieut.
Dustin, Damon; Chief	Skinner, Roy
Dustin, Mathew	Smith, Ed; Lieut.
Fleck, Chad	Smith, Matt
Fraser, Andy	Spencer, Stacy; Lieut.
Gagnon, John	Stickney, Kerry
Goldsmith, Charles; Capt.	Stickney, Shawn
Gould, Alan	Strazdins, Ed
Gould, George; Capt.	Thomassen, Thomas
Gould, Warren	Warter, Mark
Laverty, Ed	Williams, Brent
Lucey, Al	

We also wish to thank the wives and families of the firefighters for their patience, understanding and support. It is one of the great strengths of your Fire Department.

Respectfully submitted,

Damon J. Dustin, Chief

## **DEPARTMENT OF POLICE 1990 TOWN REPORT**

The Police Department has worked under all sorts of conditions over the past years. However the past couple of years and for a couple of more years in the future we have and will have to buckle down to some severe financial constraints. These are difficult times not only for the Police Department, but for everyone in the town. I want to take this opportunity especially in these tough times to thank the Townspeople for their strong support which you have extended to the Police Department. I have said this many times before, without your support and understanding it would make a trying and difficult job almost impossible. Again I want to say thank you.

We will continue to strive to better serve you. We have over 100 miles of road and 23.39 square miles in area to patrol. We make every effort to afford the community the best patrol coverage possible with the resources we have. Often times we are spread thin in trying to perform our everyday functions. We need your help in reporting something out of the ordinary or something that may not look just right to you. Never hesitate to call. Get as much information about the situation as you can, without jeopardizing your personal safety. Your eyes and ears are what make your Police Department successful in protecting the Town and citizens.

The police department recorded 7,449 incidents for 1990 which needed some kind of action taken by the police department. Some of the incidents are handled in a matter of minutes, but others take hours and in some cases, days of investigation. No matter how minor or serious the incident is it must be investigated.

The Police Departments goals are to serve and protect the community in a courteous and professional manner. Each year the police officers receive advanced and continued training to keep them abreast of new and changing procedures and laws. We are fortunate to have obtained access to the Law Enforcement Television Network that runs 24 hrs. a day, 5 days a week. This network presents new and updated police procedures that are used throughout the United States. They also present training programs, law updates and keep our officers apprised of on the street happenings and circumstances which could be dangerous or fatal to any officer. In my opinion LETN is one of the best methods I have seen in my career to assist police departments in training, keeping up to date and current on what is going on around us. I want to express my sincere thanks to the Board of Selectmen for understanding and seeing the need and advantage for this vital part of our overall progressive program.

We appointed two new reserve officers to the department this year. Matthew C. Donovan and Francine J. Gaynor were appointed as reserves. Both officers are graduates of the Northeast Regional Police Institute in Tewksbury, Mass. The Institute is an accredited Massachusetts Criminal Justice Training Council academy.

I want to thank the Board of Selectmen, Communications Department, Fire Department, Department of Public Works, Town Hall personnel, other various Town departments and Boards, Boxford Garden Club, State Police, Essex County Sheriff's Department, area police departments, all other agencies which we have worked with, the residents of Boxford and the personnel of my Department for their support, cooperation and assistance during the past year.

### **BOXFORD POLICE DEPARTMENT PERSONNEL**

#### **CHIEF**

Douglas A. Warren

#### **DEPUTY CHIEF**

Gordon A. Russell Jr.

#### **SERGEANTS**

Paul M. Bates Jr.

Ronald P. Giovannacci

#### **PATROLMEN**

Brian M. Williams

#### **RESERVE PATROLMAN**

Harold W. Trombly

Joseph P. Bogigian

Paul E. Polonsky

Timothy E. Nangle

Peter G. Orlando

Jolin C. VanLoon

Susan J. Longo

Matthew C. Donovan

John D. Iannazzo  
 Ronald L. Theokas  
 Robert D. Hazelwood  
 Thomas J. Nentwig  
 Bruce A. Klinger  
 William G. DeCoff

Francine J. Gaynor  
**SPECIAL OFFICERS**  
 Betty P. Shaw  
 Harold O. Sederquest  
 Joan A. Goldsmith  
**SECRETARY**  
 Susan J. Longo

Respectfully submitted,

Douglas A. Warren  
 Chief of Police

### Yearly Compilation of Incidents 1990

Type Code	Totals	Type Code	Totals
004 Aggravated Assault	2	050 General Service	188
005 Housebreak	40	051 Officer Wanted	66
006 Larceny	48	052 Escort	2
007 M.V. Theft	3	053 Prisoner Transport	3
008 Non Aggravated Assault	3	054 Assist Persons	177
013 Stolen Property	3	055 Property Check	1042
014 Vandalism	86	056 Message Delivery	25
015 Weapon Violation	1	057 Animal Complaint	138
017 Sex Offences	1	058 Assist Agency	32
018 Drug Violation	1	059 Assist Disabled M.V.	361
020 Offences Against Family/Child	1	061 Psych. Aide	4
021 O.U.I.L.	19	062 Medical Aide	101
022 Liquor Violations	15	063 Reported Death	1
029 Runaway	3	064 Operation Concern	43
030 Repossessed M.V.	9	065 Protective Custody	6
031 Trespass	31	066 Fire Calls	184
032 Civil Complaint	8	067 Burglar Alarm	877
034 Threats/Harrassment	18	069 Assist Other P.D.	109
035 Warrant Arrests	19	070 Traffic/M.V. Complaints	2629
036 Summons/209A	43		
037 Local Ordinance	20	ARRESTS	42
038 Missing Persons	14	VERBAL WARNING	1394
039 Lost/Found Property	19	VIOLATIONS ISSUED	389
040 Disturbance-General	17	WARNINGS ISSUED	804
041 Domestic	31		
042 Disturbance-Gathering	19	073 Speeding Complaint	21
043 Disturbance-Guest	2	075 P.I. Accident	47
044 Disturbance-School	1	076 Non P.I. Accident	161
045 Noise Complaint	71	077 Traffic/Parking	127
046 Phone Calls	26	078 Abandoned M.V.	6
047 Suspicious Activity	490	097 Recovered Stolen	19
048 Prowler	4		
049 Littering	12	Total of all incidents	7449





### **POLICE DEPARTMENT**

**FIRST ROW:** Susan Longo, Joan Goldsmith, Betty Shaw

**SECOND ROW:** Deputy Chief Gordon Russell, Chief Douglas Warren, Bud Sederquest

**BACK ROW:** Skip Trombly, Tom Nentwig, Sgt. Ronald Giovannacci, Matthew Donovan



### **POLICE DEPARTMENT**

Brian Williams, Francine Gaynor, Timothy Nangle, Sgt. Paul M. Bates, Jr.





**POLICE DEPARTMENT**

**Bruce Klinger, Robert Hazelwood, John Iannazzo**

**NOT PICTURED:**

**Ronald Theokas, William Decoff, Paul Polonsky,  
Joseph Bogigian, Peter Orlando**

## ANIMAL CONTROL (887-8135)

Boxford, as a community, cares about the protection of their pets and the wild animals that attempt to adapt to new habitats. I, as Animal Control Officer, receive calls of concern about ill raccoons, dogs fallen through ice, cats lost in the cold weather, animals injured by fast moving cars, and animals unaware of cars on the road. In any case, caring people have lost their pets or have found someone else's loved pets.

Under our current dog laws, dangerous or problem dogs will be ordered restrained. Owners who refuse to cooperate with these laws and in extreme cases, will be fined and/or their animals could be ordered removed from Town. Boxford does not have a "leash law"; however, this is not meant to be interpreted that a dog can go anywhere and do anything. A good pet owner, one who loves and protects their dog, will license their dog and train their dog to stay in the area of their home.

Dog Licenses are available as of April 1st of each year, at which time all dogs should be licensed. Licenses can be obtained at the Town Hall in the Town Clerk's office from 9:00 A.M to 4:30 P.M., Monday through Thursday. A rabies vaccination certificate, valid within three years, must be presented - fee is determined by gender of dog. **Why Bother?** If, for instance, your dog is lost, injured or follows another dog miles away from home, you can call the Animal Control Officer with the license information, or, if your pet is found by a helpful individual, he could call me and identify the dog by its tag number and your dog will be returned to its rightful owner immediately. Otherwise, the dog will be considered abandoned.

Unlicensed dogs are pounded at Weloset Kennels on Route 97 for a period of 10 days at which time they could be either adopted by another family or euthanised.

It would also be helpful to have your pets name, address and telephone number on a separate tag, and if possible, to include your vets name and number. You may pre-authorize your Veterinarian on emergency treatment of your animal is you so desire.

My thanks to all of the caring pet owners for their efforts in caring, controlling and loving their pets as a family member.

Respectfully submitted,

Diane C. Waters  
Animal Control Officer



Diane Waters, Animal Control Officer

## **PUBLIC WORKS**

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works had a very busy year doing everything but road work. The following is an account of our activities:

**Recycling:** The DPW helped the Recycling Committee set up the center, from hot topping the fenced in area to building a platform for the glass containers and building a shanty. This, currently, is a very neat operation.

**Used Motor Oil Collection Area:** The DPW helped the Board of Health set up a collection point for the 1,000 gallon double walled tank. This Board also purchased, for the DPW Garage, a new used motor oil furnace. Since the start up in March of 1990, we have collected over 2,600 gallons of used motor oil which was utilized in heating the Highway Garage.

**Landfill:** The new machine for Landfill Operations arrived in July and has been very effective in compacting Trash. Operations have run well, but, as with any Landfill, our time is limited.

**Tree Work:** With the new Chipper, our ability to do brush cutting and tree work has greatly improved. Last year we took down 20 Oaks, 18 Pines, 6 Maples, 3 Elms, 3 Locust and 1 Birch tree. There were 23 stumps ground down and removed.

**Traffic Maintenance:** Yellow center lines were re-painted on all major roads, STOP letters and Bars were re-painted at major intersections. The DPW replaced damaged and stolen signs and posts all over Town. There were 18 STOP signs, 28 Speed Signs, 20 Street signs and 14 Directional signs replaced.

**Ball Fields and Grounds:** This was another very active year with the ball fields. The DPW cut, trimmed, made infields and painted foul lines on all ball fields. Soccer Fields were cut, trimmed and limed weekly. All Town Building grounds and islands within the roadways were cut weekly. There was a total of 20 acres being maintained by the DPW.

**Road Maintenance:** There were 370 catch basins cleaned; 10 Catch Basins re-built; 1500 feet of drainage ditches cleaned; and street sweeping done all over town.

There was extensive storm damage done on Main Street West; whereby the DPW had to re-build the drainage system and construct an 80 foot retaining wall in the area.

**Road Work:** Ipswich Road from Service Road to Georgetown Road was overlaid with one and a half inch of hot top - 22' x 3700'. Main Street from Lake Shore Road to the Haverhill line was re-built. The sub base was pulverized to a depth of one foot. The road profile was established and the surface treated with two and one half inch of dense hot top binder - 22' x 5800'.

Georgetown Road from Woodcrest to Depot Road was bermed, hot patched and sealed with a wear coat of 3/8' stone seal applied - 24' x 11,100'.

### RE-CAP:

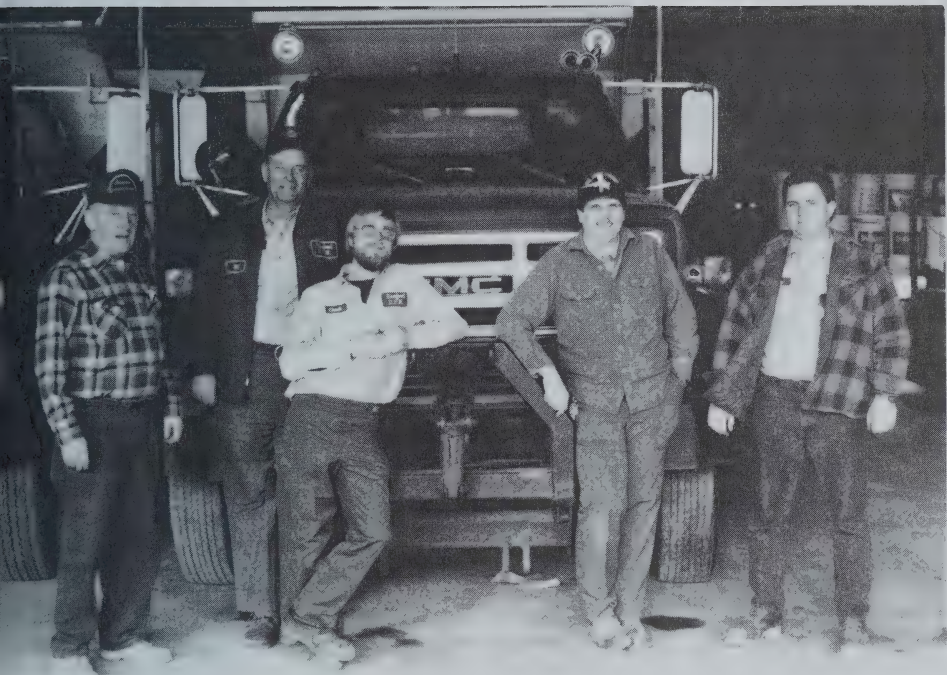
3,700'	1 1/2" overlay
5,800'	2 1/2" binder
11,100'	stone seal
<hr/> 20,600'	or 3.90 miles of road

There was also 120' of culvert pipe replaced within the Town during the year.

Respectfully submitted,

Thomas F. Greene, Superintendent  
Department of Public Works





#### **DEPARTMENT OF PUBLIC WORKS STAFF**

Thomas Greene, Superintendent of Public Works; Bill Marston; Charles Ross;  
David Durkee, Foreman; Jay Larson

# **HEALTH AND INSPECTIONS**

**Board of Health**

**Boxford - Wenham (B-W) Health District**

**Boxford - Wenham (B-W) Health District Treasurer**

**Animal Inspector**

**Building Inspector**

**Plumbing and Gas Inspector**

**Wire Inspector**

**Sealer of Weights and Measures**

**Visiting Nurse Association**

## BOARD OF HEALTH

The Board of Health has been concerned with a variety of health and environmental issues during the past year. Our primary charter is to protect the health and safety of Boxford residents, and to work with other Boards and Committees to plan and institute long-range policies and solutions for Town concerns including safe water supplies, recycling and solid waste disposal.

The dependence of Boxford on private wells makes ground water quality a primary concern of the Board. Since 1983, the Board has sponsored a Town-wide Annual Water Testing Program open to Boxford residents. The Program offers reduced costs for water testing and was, again this past year, a success with over 70 households participating. In 1989, the Town approved a 5-year testing program under the direction of the Board to establish a base line for water quality in Boxford. Dug and drilled wells in over 30 homes selected throughout Boxford and four Boxford ponds are being tested every Spring for metals, salts, bacteria and priority pollutants. The data from these two annual test programs are confirming that aside from high levels of metals such as iron and manganese (common to North Shore aquifers), and some instances of high salt (sodium chloride), Boxford water is not contaminated with primary pollutants or dangerous metals. In addition, a series of monitoring wells installed by the Board around the town landfill and tested every four months provide an early warning system of potential pollution problems from landfilled material. To date, these analyses have shown minimal or no movement of pollutants from the landfill into downstream aquifers and wetlands.

Radon continues to be a concern for both local and national health officials. The Boxford Board of Health offered one of the first Town-wide radon test services in the Commonwealth to town residents in 1987. In 1988, the service was offered again together with the Town of Wenham. During those two years, over 350 households participated in the testing. The majority of the homes tested (over 50%) had no significant radon hazard according to EPA (Environmental Protection Agency) guidelines. Of the remainder, only one house had a level where immediate retesting was called for. The Board of Health again offered the radon test service to Boxford and Wenham residents in 1990. The results of these tests will be available in 1991.

Hazardous and solid waste disposal is another primary focus of the Board. For the fourth year, the Board, together with the Boards of Health in Middleton and Topsfield, sponsored a hazardous waste collection day with funds approved at Annual Town Meeting. The 1990 collection included over 25 gallons of hazardous chemicals (such as pesticides and solvents) and over 60 pounds of aerosols and reactive chemicals. Without the collection it is likely that these chemicals would have eventually been disposed of in the landfill or the environment. The Board expresses its thanks to the League of Women Voters for their volunteer efforts in aiding to organize and support the hazardous waste collection day.

The 1989 Annual Town Meeting authorized the Board of Health to set-up a waste oil collection facility at the landfill. Under the direction of the Board, the facility was planned and on-line by March 1990. During the 10 months the facility was in operation in 1990, over 2300 gallons of waste oil were collected. Again, this is material which could otherwise have ended up in the landfill and presented a serious ground water contamination problem. In addition, working with the Boxford DPW, the Board helped to install a new furnace in the DPW garage able to burn the waste oil. The furnace became operational in the fall of 1990. By burning the waste oil, the Town not only saves the costs of disposing of the waste oil (costing as much as \$0.50 per gallon), but is also saving on the cost of fuel oil for the DPW garage. As the result of this program, the payback period for the oil facility and furnace will be less than 2 years.

The landfill continues to be a primary focus and concern for the Board. The Board of Health is responsible, by state law, for safe daily operations at the landfill and for long-range planning and closure. It became evident in 1990, that continued use of the landfill in the same way as has been done for the past 10 years (that is, dumping by residents directly into the working face) will result in filling and closing of the current area by early 1993. Because of increasing regulations on landfills from the DEP (Department of Environmental Protection), and the costs associated with expansion of the landfill to a new, lined area, the Board of Health with the Selectmen are seeking ways to increase the life of the current area past 1993. As a result, we will present at the 1991 Annual Town Meeting a proposal

to change solid waste collection in Boxford to either Town-wide pick-up or by using a drop-off transfer station. Our landfill consulting engineers, SEA Consultants of Cambridge, have estimated that with the increased control and compaction from either of these two methods, and the increased recycling possible with both, we can extend the use of the current landfill area to late 1995 or better. For every year we can extend the use of the current landfill, the Town will save a minimum of \$250,000 in tipping fees, i.e., fees for taking our trash to another, commercial landfill.

Recycling is key to increased landfill life. The Board of Health has been working closely with the Board of Selectmen and the Recycling Committee to increase the amount of recyclable materials removed from our solid waste stream. The new recycling area at the landfill was opened in July 1990. To date, according to data provided by our consulting engineers and the Recycling Committee, this new effort has increased the amount of recycled materials removed from our trash by approximately 7% by weight (approximately 9% by volume). Added to the paper which was already being routinely removed from our trash, this means that we are already recycling over 14% by weight (approximately 15% by volume) of our trash. This is excellent given the newness of the recycling operation and the drop-off method we are using. The Board is determined, however, to increase the total recyclables. This would be achieved through the use of Town-wide trash pick-up with curbside recycling or by a drop-off transfer station and recycling center, or by a combination of both methods.

From 1991 onwards, new regulations will also be put into place by both the state and the Board of Health to limit the materials which may be disposed of into the landfill. For example, by the fall of 1991, leaves and yard waste disposal into the landfill will be prohibited. Instead, residents will be responsible for disposing of this material using other means.

One approach, strongly recommended by the Board, is to compost the material. Composting is easy, environmentally safe and provides a rich source of natural fertilizer for your lawn and garden. To illustrate this method, a brochure on "Backyard Composting: In Place of Waste," from the Mass Audubon Society and DEP is being reproduced as part of this Annual Report. Please contact the Board if you have any questions on setting up a compost area in your yard.

The Board of Health has five elected members and has responsibility for the Town Health Agent, Mr. John Romanski. The Board meets at least once a month with regular meetings held on the second Wednesday of each month at 7:30 in the Town Hall. Additional meetings are scheduled as required. The Board invites all interested residents to join us and participate in our meetings and discussions.

Nancy A. Pearl  
Louise B. Kress  
Wayne G. Williams  
John M. Fitch, Vice-Chairman  
Richard F. Taylor, Chairman



## BACKYARD COMPOSTING: IN PLACE OF WASTE



MASSACHUSETTS AUDUBON SOCIETY

Prepared by the Massachusetts Department of Environmental Protection's Division of Solid Waste Management and the Massachusetts Audubon Society.

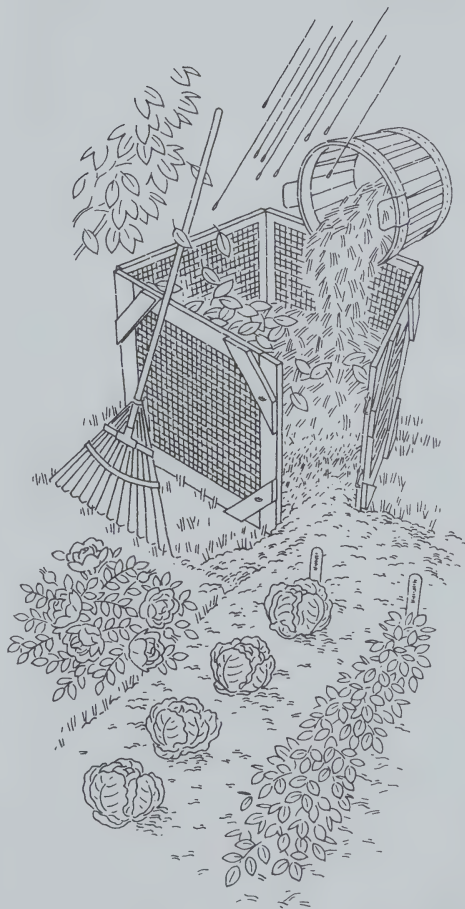
### WHAT IS COMPOSTING?

**C**omposting is a controlled process of decomposition of organic material. The end product is a rich, biologically active humus that can be used to improve soil quality. Compost contains varying amounts of nitrogen, potash, phosphorus, and other soil nutrients, depending on the material from which it is made.

### THE BENEFITS OF COMPOST

Composting can be the most convenient, beneficial, and inexpensive way to handle and recycle the nutrients from your yard wastes, such as leaves and lawn clippings. You can improve the quality of your soil and the health of the plants growing in it by composting at home. If you have a garden, a lawn, trees, shrubs, or even planter boxes, you will benefit from making compost. By using compost you return organic matter to the soil in a usable form. Organic matter allows better root penetration, increases water and nutrient-holding capacity, and adds essential nutrients to the soil. Organic matter developed from composting also helps to make clay soils less heavy and better drained and helps sandy soil hold nutrients that might otherwise leach away with rain or irrigation. Compost also provides a good environment for earthworms and other beneficial soil organisms. All of these effects make vegetation healthier and more productive. Healthy plants can help clean our air, conserve our soil, and beautify our landscapes.

Composting also reduces your contribution to Massachusetts' solid waste problem. Leaf and yard wastes make up to 20 to 30 percent of all household wastes, which use up valuable space in Massachusetts landfills — space that is running out fast! The majority of operating landfills in Massachusetts are destined to be closed by 1995. Leaf and yard wastes lower the efficiency of solid waste incineration systems because of their high moisture content and increased ash and sulfur dioxide emissions. By recycling these wastes naturally at home, you can help protect the environment, save money by reducing your community's waste disposal costs, and improve your own soil at the same time.



## INGREDIENTS OF COMPOST

Yard wastes such as leaves, grass clippings, weeds, and the remains of garden plants make excellent compost. While most any organic material can be used to make compost, what you add to your compost pile will depend on what is available and on sanitary code restrictions (consult your local board of health for restrictions, if any, on composting). Particular care must be taken in urban areas to avoid attracting pests to the compost pile. Materials that should not be composted in your backyard include meat, bones, fatty food wastes (cheese, grease, oils), cooked foods, dog and cat litter, and diseased plants.

## HOW TO MAKE COMPOST

Making compost is like cooking a meal — there are unlimited variations and recipes. The information in this sheet will get you started. Just remember to keep the essentials of composting in mind — sufficient air, moisture, heat, volume (to hold heat), and suitable organic material. Soon your own experience will enable you to develop a method that fits your needs.

**Air** — The organisms that do the work of composting need a good supply of oxygen in order to thrive. Turning the pile is the best way to maintain good aeration throughout the pile.

**Moisture** — Compost organisms need a moist environment. The pile should be damp, like a wrung-out sponge, but not saturated. Material to be added should be watered first if not already moist. In New England rain may provide enough moisture much of the year, but during dry spells the pile may need watering.

**Shredding** — Shredding your leaves or running over them with a lawnmower first will shorten the composting time by increasing the surface area of the compost materials that the biodegraders act on. Coarse materials like corn stalks and large weeds should also be shredded or chopped.

**The Biodegraders** — Bacteria, fungi, earthworms, millipedes, centipedes, and beetles are the primary organisms responsible for breaking down organic material. Bacteria are the most important chemical decomposers because they are capable of producing the appropriate enzymes needed to digest almost any organic matter. The larger organisms, especially earthworms, physically reduce the organic matter into pieces small enough for further breakdown by microscopic decomposers.

**Volume** — The compost pile must be at least three feet by three feet by three feet to hold sufficient heat, but not higher than five feet. Piles higher than five feet become compacted, reducing the air circulation necessary to sustain the activity of biodegraders.

**Carbon:Nitrogen (C:N) Balance** — All organic materials contain both carbon and nitrogen in varying amounts. Both are needed by the composting micro-organisms (microbes) for energy and growth. These microbes are most active when the ratio of carbon to nitrogen is 30:1. The typical home gardener need not worry about using complicated formulas to achieve the ideal C:N ratio. See the table below to estimate the ratio of your compost ingredients.

## Carbon:Nitrogen Ratio

Alfalfa Hay	12:1	High Nitrogen
Food Waste	15:1	Low Carbon
Grass Clippings	19:1	
Raw Manure	20:1	
Fruit Wastes	35:1	
Cornstalks	60:1	
Leaves	60:1	
Straw	80:1	
Sawdust	500:1	Low Nitrogen
Wood	700:1	High Carbon

(The higher the first number, the higher the carbon content and the longer the breakdown time.)

Though a carbon:nitrogen ratio of 30:1 is ideal for a fast, hot compost, a higher ratio will be adequate for slower compost production. The C:N ratio does not have to be exact in order to compost. Compost can be made from leaves alone, but if ingredients higher in nitrogen are added, the process will be faster and will result in a more fertile end product. If you don't have nitrogen-rich material such as grass clippings or manure, you can add 2 cups of nitrogen fertilizer to each wheelbarrowful of leaves.

**Temperature** — The biological activity within the compost pile causes its temperature to rise. The temperature of an active compost pile should be approximately 100 to 150 degrees Fahrenheit. The compost should feel warm a few inches below the surface, even in the winter. If your compost pile does not heat up, it could be due to a lack of oxygen, nitrogen, moisture, or volume.

## CONTAINERS

Enclosed compost piles keep out pests, hold heat and moisture well, and have a neat appearance, so they are generally preferable to open piles. Bins are very simple to make, or they can be purchased through most gardening catalogues. If you live in an urban area, the Massachusetts Department of Public Health requires the use of rodent-proof compost bins.

Bins can be made of a variety of materials, including wood, wire, concrete blocks, or a combination. To reach a sufficient temperature, compost piles must be at least one cubic yard in size in order for high temperature decomposition to take place.

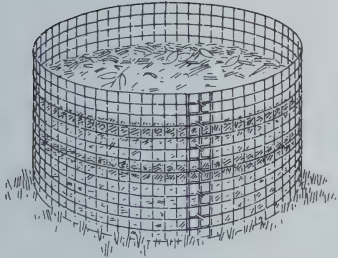
A galvanized metal or heavy-duty plastic garbage can with holes drilled in the sides, top and bottom can provide an easy-to-make, secure bin for warm-weather composting. The cover must close securely.

**Holding bins** — These portable containers are the simplest way to compost. Turning is optional.

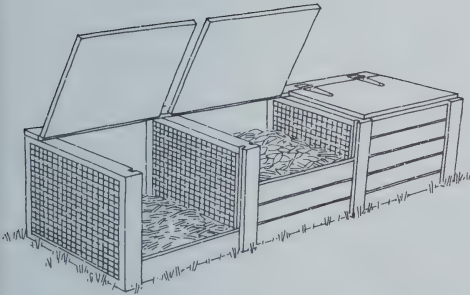
**Turning bins** — These are a series of three or more bins that allow you to make compost in a short time by turning the materials on a regular schedule.



Massachusetts Audubon Society



Holding Bins



Turning Bins

### HOW TO START

1. Choose a convenient, shady spot with good drainage that will accommodate a pile of at least three feet on each side.

2. Gather the materials to be composted, keeping a good carbon to nitrogen ratio in mind (see chart on page 2). In general, fresh green plant material, kitchen scraps, and manure are high in nitrogen. Dried leaves, straw, and stalks are high in carbon. Mixing these ingredients in a 2 to 1 ratio is optimal, but there is a wide range of acceptable blends.

3. Start the compost pile with a thick layer of woody, bulky material — stalks of sunflowers, corn, or ornamental flowers. These materials provide air passages at the base of the pile.

4. Alternate thin layers of high-nitrogen materials (kitchen scraps, manure) with high carbon wastes (dried leaves, corn stalks, or sawdust) with a sprinkling of soil in between. The addition of soil provides more bacteria and helps to absorb whatever odors are generated. Sprinkle the pile with water as it is constructed so that it is thoroughly moistened without being soggy. If you can squeeze drops of water from the pile, it is too wet. The pile should not exceed five feet in height.

5. If you are composting kitchen scraps, bury these materials in the central layers of the pile so they will decompose quickly without attracting pests.

6. A properly made heap should reach temperatures between 100 and 150 degrees Fahrenheit within a few days. Turn the pile within two weeks after it is built or after it starts to cool down to introduce a fresh supply of oxygen. Turn thoroughly so that the outside materials go to the center of the new pile. Add water if necessary. You will know your pile is not getting enough oxygen if it has a strong ammonia or sulfurlike smell, fails to heat up, or is excessively wet and slimy. Turning the pile will remedy the problem.

7. Frequently turning the pile (about every two weeks) will accelerate decomposition. If the pile is turned about once a month, compost should be ready for use within six months time. In general, a pile started in summer should be ready for use the following spring. If your pile consists mostly of leaves, however, decomposition may take a year or more.

Compost is ready to use when it is dark brown, crumbly, and earthy-smelling. The temperature inside the pile will have dropped below lukewarm. Apply the compost a half to three inches deep. Mix it in with the top four inches of soil. It's best to apply finished compost one month before planting. Partially composted material can be spaded under in the fall; as it finishes decomposing in the soil, it feeds soil organisms and improves soil structure.



Massachusetts Audubon Society



## WHAT ABOUT MULCHING?

If you don't have space to compost your yard wastes, you can still put them to good use rather than throwing them in the trash. Grass clippings may be left on the lawn where they will break down quickly and return nitrogen directly to the soil. (The clippings should not be more than 1/2" in length.) Longer grass clippings, leaves, and woody yard wastes can be used as mulch to increase water retention and for weed and erosion control. Simply spread the material three to six inches deep around the bases of plants. Woody materials should be chopped or shredded before spreading. Yard wastes will work first as a mulch and then as soil enrichment as decomposition proceeds. Although grass clippings work very well as mulch, they give off a lot of heat when first decomposing. To prevent damage to plant stems, be careful not to pile the clippings up against the stems when first applying.

Grass that has been treated with pesticides should not be used as a mulch immediately after mowing; however, composting clippings should break down the pesticides. Material pruned from vegetable gardens that has been treated with pesticides is not recommended for use in mulching because pesticide residues may kill the bacteria necessary for decomposition. Preliminary results from a study conducted by the Department of Environmental Protection indicate that pesticide residues should not present a human health threat in properly composted lawn clippings. However, avoidance of unnecessary pesticides is obviously the surest way to minimize risk.

Approximately one-sixth of the six million tons of solid waste generated in Massachusetts each year is yard waste capable of being composted. By investing your time and effort in composting, you can become a part of the solution to Massachusetts' solid waste crisis.

## FOR MORE INFORMATION

The Department of Environmental Protection offers technical assistance to individuals, municipalities, and businesses on composting of leaf, yard, and other organic wastes. For further information, contact the Compost Program at (617) 292-5834, or write to Department of Environmental Protection, Division of Solid Waste Management, One Winter St., 4th Floor, Boston, MA 02108.

New Alchemy Institute, 237 Hatchville Rd., East Falmouth, MA 02536, (508) 564-6301. Technical bulletins providing updates on compost research at New Alchemy are available for \$4.50. Flyers on composting techniques and a compost resource list are also available for \$2-\$4.50.

Massachusetts Horticultural Society, 300 Massachusetts Avenue, Boston, MA 02116, (617) 536-9280. The society has a library that contains numerous publications on composting.

## BIBLIOGRAPHY

This brochure is based in part on material published by the City of Seattle Engineering Department's Solid Waste Utility and Seattle Tilth Association.

Applehof, Mary. "Worms Eat my Garbage." Flower Press. Kalamazoo, MI. 1982.

Burnatt, Jay. "Backyard Composting." Organic Gardening Magazine. April, 1988.

Campbell, Stu. "Let it Rot! The Homegardener's Guide to Composting." Garden Way Publishing. Charlotte, VT. 1975.

Golueke, Clarence G. "Composting: A Study of the Process and It's Principles." Rodale Press, Inc. Emmaus, PA. 1973.

Jevons, J. "How To Grow More Vegetables." 10 Speed Press. Berkeley, CA. 1979.

Minnich, Jerry. "The Rodale Guide to Composting." Rodale Press, Inc. Emmaus, PA. 1979.

Sussman, Vic. "Easy Composting." Rodale Press, Inc. Emmaus, PA. 1982.

Wisconsin Department of Natural Resources, Bureau of Solid Waste Management, Box 7921, Madison, WI 53707.



The Massachusetts Audubon Society is a private, nonprofit organization committed to the protection of the environment for both people and wildlife. Founded in 1896, Massachusetts Audubon is one of the oldest conservation organizations in the world and the largest in New England. The Society maintains seventeen staffed sanctuaries and thousands of acres of sanctuary land from the Berkshires to the Outer Cape and the Islands. Active programming encompasses four broad areas: conservation, education, advocacy, and research.

Among the many services provided by the Massachusetts Audubon Society are public speakers, audiovisual programs, books, flyers, and Public Service Information leaflets on a wide range of natural history topics and environmental issues. To obtain additional information and a free listing of these offerings, contact Public Information Services, Massachusetts Audubon Society, Lincoln, MA 01773, 1-800-541-3443.



## REPORT OF THE B&W HEALTH DISTRICT

Established under the provisions of Section 27A, Chapter 111 of the General Laws, the towns of Boxford and Wenham members of said district, organized and adopted by-laws on August 20, 1968. At the last annual district meeting the following members were elected as officers:

Chairman	Richard F. Taylor (Boxford)
Secretary/Treasurer	Francis F. Perry (Boxford) Ex-officio member

Members:	<b>BOXFORD -</b>	John M. Fitch Louise B. Kress Nancy A. Pearl Wayne G. Williams
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	<b>WENHAM-</b>	Herbert L. Cheeseman Dr. Herbert C. Hagele Joseph F. Robbins
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### MANDATORY RECYCLING

The Department of Environmental Protection (DEP) for the Commonwealth of Massachusetts adopted "New Massachusetts Solid Waste Management Facility Regulations, 310 CMR 19.000", that became effective on July 1, 1990. These new regulations will affect every resident in the Towns of Boxford and Wenham in the way we will be required to dispose of our domestic refuse (trash).

#### "HIGHLIGHTS MASSACHUSETTS SOLID WASTE MASTER PLAN"

1. 310 CMR 19.020 - A permit from DEP is required for the continued operation or major expansion of an existing "facility", as well as for the construction and operation of a new solid waste management "facility". Among the types of sites or works included within this definition are landfills, incinerators (or combustion facilities), and transfer stations.
2. 310 CMR 19.017(3) - Effective on the dates specified in the below table, restrictions on the disposal of the materials listed therein shall apply as specified. No person shall dispose or contract for disposal of the restricted material except in accordance with the restriction established in the table. No landfill or combustion facility shall accept the restricted material except to handle, recycle or compost the material in accordance with a plan approved by DEP.

**TABLE 310 CMR 19.017(3)**

Restricted Material	Effective Date	Restriction on Disposal
Lead Batteries	December 31,1990	Ban on disposal or incineration
Leaves	December 31,1991	Ban on disposal or incineration
Tires	December 31,1991	Ban on disposal of whole tires only at landfills. Tires must be shredded prior to disposal in landfills.

White Goods (i.e., HVAC equipment and cooking or laundrying appliances	December 31,1991	Ban on disposal or incineration
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Other Yard Waste	December 31, 1992	Ban on disposal or incineration
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**Post-Consumer Recyclables**

Aluminum Containers	December 31,1992	Ban on disposal or incineration
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Metal or Glass Containers	December 31,1992	Ban on disposal or incineration
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Single Polymer Plastics	December 31,1994	Ban on disposal or incineration
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Recyclable Paper	December 31,1994	Ban on disposal or incineration
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In the Town of Boxford, at the time of this writing, it is anticipated that the residents will be presented with a choice of two proposals in order to comply with these regulations:

- 1) Contract for a weekly curbside collection of refuse & "co-mingled recyclables" or
- 2) To purchase and operate a "Transfer Station" for processing refuse and to expand the present "Recycling Center".

The Town of Wenham will be presented with a proposal to expand the existing weekly curbside collection to include the collection of "co-mingled recyclables" as a means of compliance.

Respectfully submitted,

John R. Romaski, CHO, RS  
Director of Public Health

To: Boxford Board of Health  
RE: Percolation Tests 1990

1. 78 percolation tests were performed.
2. 42 re-tests and ground waters were performed.
3. 23 new construction permits were issued for the year.
4. 19 repair/alteration permits were issued for the year.

Respectfully submitted,

John R. Romaski, CHO, RS

# B & W HEALTH DISTRICT TREASURER'S REPORT 7/1/89 6/30/90

<b>CASH BALANCE, July 1, 1989</b>			\$4,885.53
<b>RECEIPTS:</b>			
<b>Member Town Assessments:</b>			
Boxford (58%)	\$27,982.22		
Wenham (42%)	20,263.00	48,245.00	
Interest Earned		<u>1,905.72</u>	50,150.72
			<u>55,036.25</u>
<b>DISBURSEMENTS:</b>			
	<b>Budget</b>	<b>Payts</b>	
Salaries	37,500.00	37,500.00	
Travel	2,400.00	2,400.00	
Telephone	780.00	646.71	
Office Exp. & Dues	200.00	485.85	
Lab Fees	275.00	206.10	
Insurance	2,500.00	3,106.00	
County Retirement	5,990.00	5,949.00	
Health Insurance	600.00	817.20	51,110.86
<b>CASH BALANCE, June 30, 1990</b>	<u><u>\$50,245.00</u></u>		<u><u>\$3,925.39</u></u>

Submitted by,

Francis F. Perry  
District Treasurer



John Romanski, Health Agent

## INSPECTOR OF ANIMALS

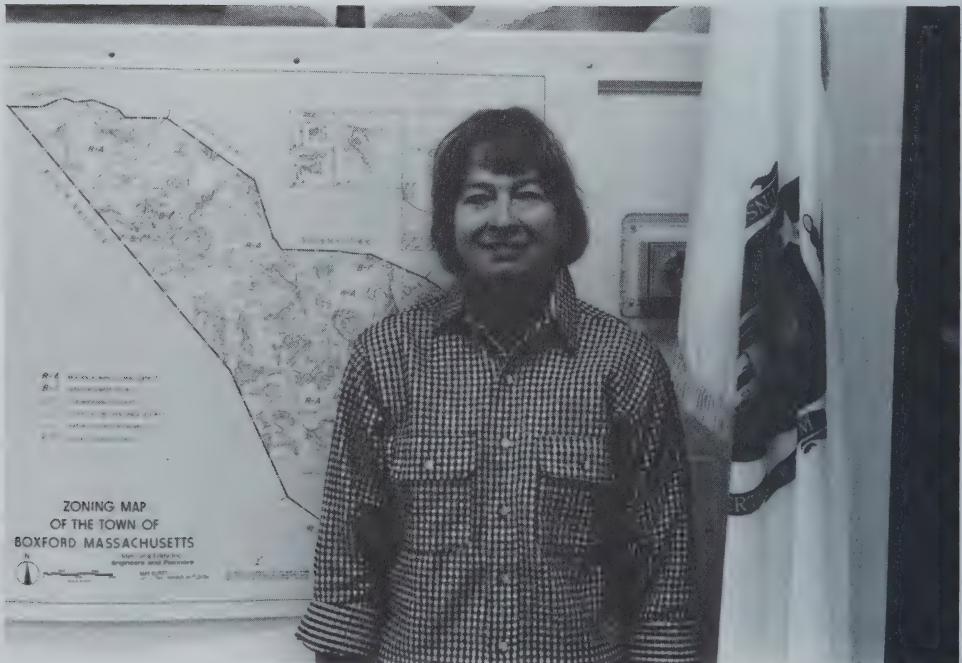
The Commonwealth of Massachusetts, Department of Agriculture, Division of Animal Health requires that each town appoint an Inspector who shall make regular and thorough inspection of all cattle, sheep, swine, horses, and goats, including a thorough inspection of the premises where the animals are kept. Such inspections are necessary to insure humane and proper care of all livestock, and to guard against outbreaks of contagious disease. The 1990 inspections found 188 horses, 32 ponies, 6 donkeys, 40 goats, 47 sheep, 4 pigs, 2 beef cattle, and 3 llamas kept in Boxford. A total of 89 barns were inspected; of these, 77 housed horses. Stable licenses through number 87 have been issued, but several of these stables no longer house horses. Eleven stables remain unlicensed. If your livestock was not inspected, please contact me so you can be included in the 1991 inspections.

Under Massachusetts state law, all bites, whether caused by wild or domestic animals, must be reported to the Inspector of Animals. In 1990, 5 bites were reported. Five dogs were quarantined for a period of 10 days, as required by law. All animals were inspected again and released from quarantine at the end of the 10 day period.

Stable licensing regulations became effective March 1, 1988, with a period of one year allowed for submitting application. If anyone has questions or needs an application, please notify the Boxford Board of Health, or Health Agent John Romanski.

Respectfully Submitted By,

Allison Hayes, Inspector of Animals  
Box 221, West Boxford



Allison Hayes, Inspector of Animals



# THE COMMONWEALTH OF MASSACHUSETTS

Department of Food and Agriculture

Division of Animal Health

100 Cambridge Street, Room 2103

Boston, MA 02202

## SUMMARY SHEET

Totals of the following statements are to be inserted by the Inspector of Animals upon completion of city/town inspection of all animals and returned with the inspection book to the above address by January 1, 1991.

		Grade	Purebred
Number of Dairy Cows over two years			
Number of Dairy Heifers one to two years			
Number of Dairy Calves under one year			
Number of Dairy Bulls			
Number of Dairy Steers			
Number of Dairy Herds (one animal constitutes a herd)			
Number of Beef Cows over two years			1 Angus
Number of Beef Heifers one to two years			
Number of Beef Calves under one year			
Number of Beef Bulls			1 Angus
Number of Beef Steers			
Number of Beef Herds (one animal constitutes a herd)			1
Number of Oxen		Number of Swine	4
Number of Horses (work & saddle)	186	Number of Swine Herds	2
Number of Ponies	31	(one animal constitutes a herd)	
Number of Goats	40	Number of Poultry	2425
Number of Sheep	47	(Farms consisting of 25 birds or more)	
Number of Donkeys	6	Number of Poultry Flocks	2 (2400 & 25)
Number of Llamas	3		

Signed: Allison Hayes, Inspector of Animals

Date Completed: Dec. 31, 1990

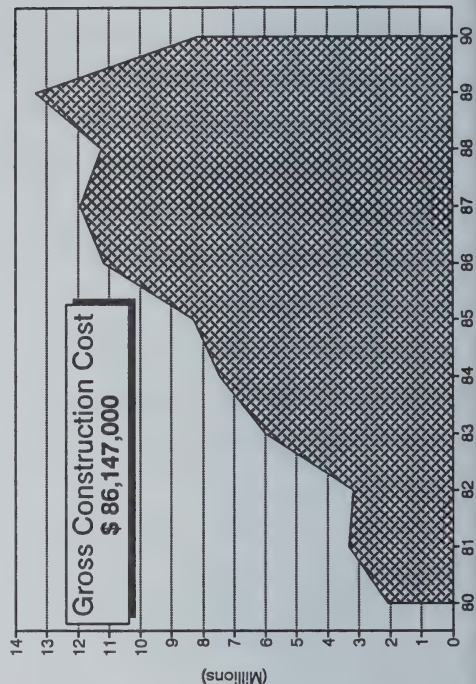
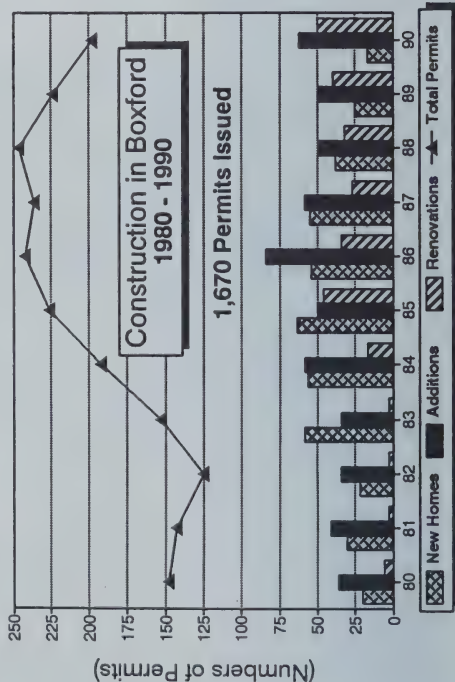
TOWN: Boxford

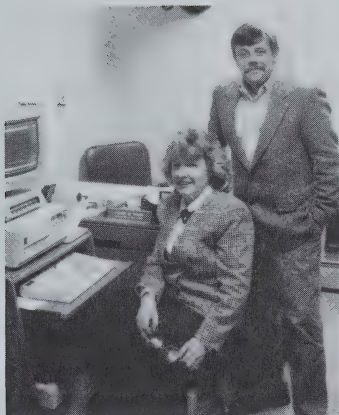
COUNTY: Essex

# Building Department:

# Inspector of Buildings --- Permits in 1990

Month	#	Dwelling	#	Garage	#	Addition	#	Renovation	#	Barn	#	Storage	#	Pool	#	Misc.
January					1	\$8,000	1	\$3,300							2	\$2,000
February	2	\$540,812		4	4	81,600	1	6,250							3	4,000
March				5	5	225,450	5	87,000				\$14,400	2	\$37,000	1	6,800
April	3	634,000		7	7	104,200	6	78,000					1	600	2	7,700
May	1	195,000		4	4	60,700	9	1,930,150	1	\$30,000					3	1,300
June			1	\$12,000	10	145,600	7	268,900				4,300	2	16,500	8	44,800
July	3	697,500	1	13,000	10	178,600	2	95,000				1,500	2	19,000	5	7,300
August	2	335,780			5	110,380	3	186,700	1	14,000		13,505	1	22,000	3	6,600
September	1	170,000			2	41,565	5	111,000							5	13,900
October	2	270,000	1	45,000	7	148,460	10	153,983				1,650			6	14,700
November	2	410,000			4	147,937	1	3,500	1	22,500					3	2,075
December	1	223,656			3	100,000						5,000			1	1,000
Totals	17	\$3,476,748	3	\$70,000	62	\$1,352,492	50	\$2,923,783	3	\$66,500	13	\$25,955	8	\$95,100	42	\$112,175



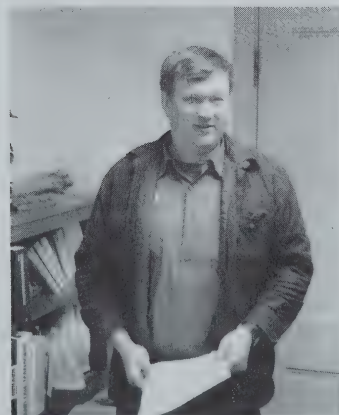


### **BUILDING DEPARTMENT**

Kathleen Smith; Kevin Wood, Inspector of Buildings



William Crowell, Inspector of Gas and Plumbing

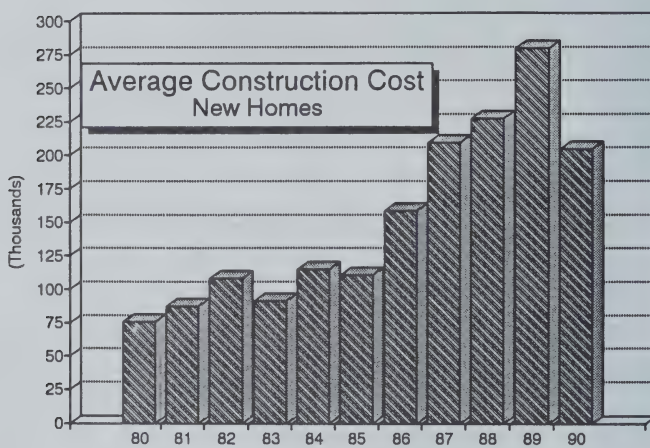


John Thompson, Electrical Inspector

## Building Department

### Inspector of Buildings

There were 198 building permits issued in 1990. This activity represents a 13% decline from 1989. The accompanying graphs illustrate construction trends in Boxford over the past decade. It is interesting to note that addition and renovation activity is similar to 1984 while new home construction has plunged. 1990 also shows a dramatic decrease in construction cost for new homes. It is my opinion this is a trend and moderate cost homes will prevail during the next few years.



A total of \$30,761.89 in fees were collected.

Respectfully submitted,  
Kevin M. Wood  
Inspector of Buildings

### Plumbing & Gas Inspector

There were 98 plumbing permits and 82 gas permits issued in 1990. This activity represents a 20% increase over 1989. Much of this increase can be attributed to conversions to gas as it is installed in older roadways and becomes more accessible throughout Boxford.

A total of \$5,735.00 in fees were collected.

Respectfully submitted,  
William Crowell  
Plumbing & Gas Inspector

### Inspector of Wires

There were 202 wiring permits issued in 1990. This activity represents an 11% increase from 1989. In March 1990 a new state regulation came in effect which requires electricians to be insured. We recommend you determine your electrical contractor is insured prior to signing a contract.

A total of \$10,473.00 in fees were collected.

Respectfully submitted,  
John Thompson  
Inspector of Wires



## SEALER OF WEIGHTS AND MEASURES

I respectfully submit the Annual Report of the Sealer of Weights and Measures for the year commencing January 1, 1990 to December 31, 1990. The office of the Sealer of Weights and Measures performed several functions as required by the National Bureau Of Standards, directed by the U.S. Chamber of Commerce; the General Laws of Massachusetts as related to Weights and Measures and the rules and regulations of the State Division Of Standards, now called "The Division Of Consumer Affairs" and the Town Of Boxford Massachusetts ordinances.

Scales and balances tested, adjusted, and sealed .....	6
Gasoline pump meters tested and sealed .....	2

Public Schools or Boxford personal weighers (scales) sealed as follows:

Masconomet Junior High .....	3
Cole School .....	1
Spoftford School .....	1
Total School Scales	5

No fees are charged to Public Schools.

Receipts Of Department Of Weights and Measures for 1990 .....	\$41.00
Expenditure of Department Of Weights and Measures for 1990 .....	\$250.00

The above was the Salary Of the Sealer.

It should be noted that the Sealer also tested, sealed one gasoline pump meter and one diesel pump meter at the Town garage, at no cost to Town.

Respectfully submitted,

Normand J. Bedard - Sealer

## VISITING NURSE ASSOCIATION

The Visiting Nurse Association of North Shore, Inc. is pleased to submit the 1990 Annual Report for Board of Health activities in Boxford.

### I. Elderly Health Clinic Services provided by Kathy Parsons:

Four Mile Village	1st Thursday of Month	12:30-2:30 p.m.
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West Boxford Congregational Church	3rd Tuesday of Month	12:30-2:30 p.m.
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Total number of elderly served:	115
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Total number of service units:	250
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### II. Influenza Immunization Program

October 17	Parish Hall, Topsfield
October 31	Boxford Community Center
November 7	Four Mile Village
November 21	Washington Meadows

Total number of flu shots to Boxford residents:	336
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Total 1990 Boxford clinic hours:	91
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### III. Communicable Disease Follow-Up

July 1990	Number of Cases
Lyme Disease	1
Campylobacter	2
Giardia Lamblia	3
Pertussis	1
Neisseria Meningitidis	1

Total communicable disease follow-up =	8
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Please note that it was recently discovered that due to a programming error that occurred during a computer conversion, no bills were generated for hours spent with communicable disease follow-up in 1990. This error has now been corrected. Given the length of time that elapsed from when the service was provided and the error was detected, it is not our intent to submit bills for these services.

The Visiting Nurse Association of North Shore appreciates the continued opportunity to serve the residents of Boxford. Please feel free to contact me directly if additional information is required or if I can be of further assistance in any way.

Sincerely,

Nancy Taylor  
Vice President Clinical Services and C.O.O.

**PLANNING AND  
ENVIRONMENTAL  
PROTECTION**

**Conservation Commission**

**Groundwater Study Committee**

**Ipswich River Watershed District Advisory Board**

**Planning Board**

**Recycling Committee**

**Zoning Board of Appeals**

## CONSERVATION COMMISSION

The primary work of the Conservation Commission is to enforce the provisions of the Massachusetts Wetlands Protection Act and the Town of Boxford Wetland Protection Bylaw. The interests of the Act are to protect our wetlands such as ponds, vegetated wetlands, vernal pools, rivers, streams and land under water and to preserve the natural habitat of rare and endangered species of plants and animals. The protection of water supply, groundwater recharge and flood plains are also critical to the total picture of environmental quality that is the charge of the Conservation Commission.

Notices of Intent (applications) and Orders of Conditions (permits) for projects in the area of jurisdiction numbered 32 during the year. This is the same number as were addressed in 1989. Three of these were for subdivisions which had the potential of extensive wetland impact and therefore required many hours of review and public hearing. The balance were for projects with wetland impact on single lots. 21 Certificates of Compliance were issued. These certificates indicate the proper completion of a permitted project.

When violations of the Wetlands Protection Act occur and are observed or reported to the Commission, an Enforcement Order may be issued. The Commission issued eight Enforcement Orders in 1990. These were for work in the wetlands without proper Orders of Condition and for work in violation of Orders of Condition. These have resulted in corrections and restoration of the disturbed wetland areas. Enforcement Orders are used when violations are so profound that remedial action is required.

The Commission has acted in a pro active manner in the review and recommendation of certain properties with conservation values for easements: restrictions and acquisitions. The stewardship of existing conservation land and land with conservation restrictions continues to be a regular activity. The Commission with the generous aid of an anonymous donor is publishing a Wetland Brochure to assist in public education.

The Bylaw and Regulations Subcommittee of the Conservation Commission has worked diligently to produce a revised and updated local bylaw and the complimentary rules and regulations needed to implement the bylaw. These documents will be reviewed by the entire Commission in Public Hearing prior to final approval in 1991.

The Commission wishes to thank David White for his leadership as Chairman and to express appreciation to Colleen Fallon, F. Richard Shaw and Richard Tomczyk who made notable contributions to the Commission during their terms. Thanks also to Jane Coe who has served admirably as the Commission's Secretary. Our Administrator, Deborah Johnson, whose knowledge, enthusiasm and support has been invaluable to the Commission, will be greatly missed.

### **Members:**

David E. Trask, Chairman  
David J. White, Vice Chairman  
Gerard D. Irmer  
Chester A. Riley  
Werner Low  
Kevin Bell  
Russell Hopping

### **Bylaw Subcommittee:**

Richard Tomczyk, Chairman  
Audrey Romasco  
Randolph F. Johnson  
David E. Trask  
Kevin Bell  
Deborah Johnson, Administrator



## **GROUNDWATER STUDY COMMITTEE**

Over the past year, the Committee held eight meetings. These meetings focused upon the protection and preservation of the Town's groundwater. Major topics of discussion included:

1. Implementation and enforcement of the hazardous materials storage bylaw, more commonly known as the Underground Storage Tank (UST) Bylaw.
2. Assessing the need to implement mechanisms for aquifer or high yield groundwater protection.

### **Underground Fuel Storage Tank Bylaw:**

The Committee assisted the Board of Selectmen in the implementation and enforcement of this bylaw. Owners of tanks were notified of their responsibilities, as well as the potential consequences of not complying with the bylaw. This resulted in a number of tanks being tested or removed. Residents are reminded here to have their underground storage tanks registered and tested per the schedule outlined in the bylaw.

### **Aquifer Protection:**

The Committee has begun to update and expand upon information relative to the Town's groundwater resources. This inventory assessment will be the first step towards determining the degree and methods of protection. This Committee will continue to work with other Town Boards and Committees in the pursuit of adequate measures to Protect and preserve the Town's groundwater resource for water supply purposes.

The Committee is always willing to welcome new members. Residents interested in protecting our valuable resource are urged to contact the Board of Selectmen's office.

Respectfully submitted,

Richard Tomczyk  
Gerard D. Irmer  
Joseph R. Fallon  
John M. Fitch  
Richard Shaw  
Joanna Daniel

## **IPSWICH RIVER WATERSHED DISTRICT ADVISORY BOARD**

The Ipswich River Watershed District was established by the MA Legislature in 1966. The District is under the direction of a five member commission appointed by a larger Advisory Board made up of representatives of Cities and Towns along the Ipswich or having water rights to the River. The stated purpose of the Commission is to "investigate available water resources for the district and methods of preserving and increasing such resources." The five member Commission that is elected from and by the Advisory Board is supposed to meet at least four times a year; the Advisory Board is supposed to meet twice a year.

The current purpose of these brief Advisory Board meetings has been to give water supply officials in the member communities a chance to exchange information on water supply activities, hear presentations by state and federal staff on various regulations that affect community water supplies, and discuss any water supply problems with other water supply professionals in the watershed.

### **May 3, 1990 Advisory Board Meeting:**

- Representatives from 8 of the cities and towns were present and reported on water supply related activities in their communities.
- Deirdre Doherty, MA DEP, explained proposed state water supply regulations for underground storage tanks, including home fuel oil tanks.
- Kevin Reilly, US EPA covered sections of the new federal Safe Drinking Water Act Rules, including surface water filtration, Coliform rule, and the disinfection rule.

### **November 1, 1990 Advisory Board Meeting:**

- Representatives from 10 of the cities and towns were present and reported on water supply related activities in their communities.
- Tara Gallagher, MA DEP, gave a presentation on a variety of issues affecting water suppliers: Ms. Gallagher reported that the proposed UST regulations covered at the May meeting will not be promulgated. She reported that MA DEP is in the process of developing its own criteria for determining whether or not water suppliers must comply with the federal regulations covering surface water filtration and filtration of groundwater supplies influenced by surface water. She reported on EPA's draft rule for synthetic organic compounds (SOC) under the Safe Drinking Water Act, as well as the number for the SDWA Hotline: 1-800-426-4791 to which water suppliers can refer customers with questions on monitoring requirements, rule updates, water treatment devices, and other public information. Ms. Gallagher mentioned that MA DEP has a \$20,000 grant for the purpose of educating water suppliers on nonpoint source pollution, and asked for opinions on what would be most useful. She also explained new MA wellhead protection regulations passed in July 1990 for new source applications (withdrawal > 100,000 gpd or an increase of > 100,000 gpd), covering both prohibited and regulated land uses within the wellhead protection area. These regulations are designed to prevent pollution of water supplies. Ms Gallagher also covered DEP activities designed to help communities protect existing water supply sources.

The IRWDAB meets twice a year, on the first Thursday of May and November, usually in the Lynnfield Town Hall, from 2-4PM.

Jennie Bridge  
Boxford Representative  
Advisory Board Chairman, and  
IRWD Commissioner

## **PLANNING BOARD**

1990 was a very difficult year for the real estate market generally with values falling virtually nationwide and especially in the Northeast. Boxford was no exception to this trend with housing prices declining and lot prices falling even more severely.

### **Subdivisions**

Unsurprisingly in this climate, only a single subdivision was approved by the Planning Board this year, the lowest total in many years. It was a 7 lot extension of Joseph Smith Lane off Topsfield Rd. As a condition of approval for this subdivision, a 50+ acre parcel which serves as a buffer between Topsfield and Bear Hill Roads was placed in an agricultural restriction.

Six other conceptual subdivision plans were reviewed by the Board during the year, only one of which got to the Preliminary Approval stage.

Ten previously approved subdivisions continue in various stages of road and utility construction.

Nine "Approvals Not Required" were endorsed by the Board which resulted in an additional 10 lots created of which 2 were pork chops. These lots have frontage on existing public ways and do not require subdivision approval.

The Subdivision Subcommittee: in addition to reviewing the specific proposed projects, conducted an in depth analysis of our Rules and Regulations for Subdivisions with the expectation of completing a revision of these Rules in 1991.

### **Zoning**

The Planning Board recommended three amendments to Boxford's Zoning Bylaws to the Town at Annual Town Meeting in May. These were designed to tighten and clarify building requirements. Each was approved unanimously by the Town and subsequently by the Attorney General.

The Town also approved two Bylaw amendments submitted by the Boxford Friendship Foundation and endorsed by the Planning Board which permitted the expansion of Four Mile Village, Boxford's Elderly Housing Complex, by 32 additional units.

### **Open Space and Trails**

The Trail Study Subcommittee, under the Chairmanship of Werner Low, studied the status of and the potential for expansion of the trail network in Boxford. A subsequent report received support from the Planning Board which will continue to preserve the extensive trail network in Boxford which is part of a state wide Trail System. Other members of the subcommittee were Beverly Ingalls, William Carey, Canny Rhodes and Deborah Johnson.

### **Affordable Housing**

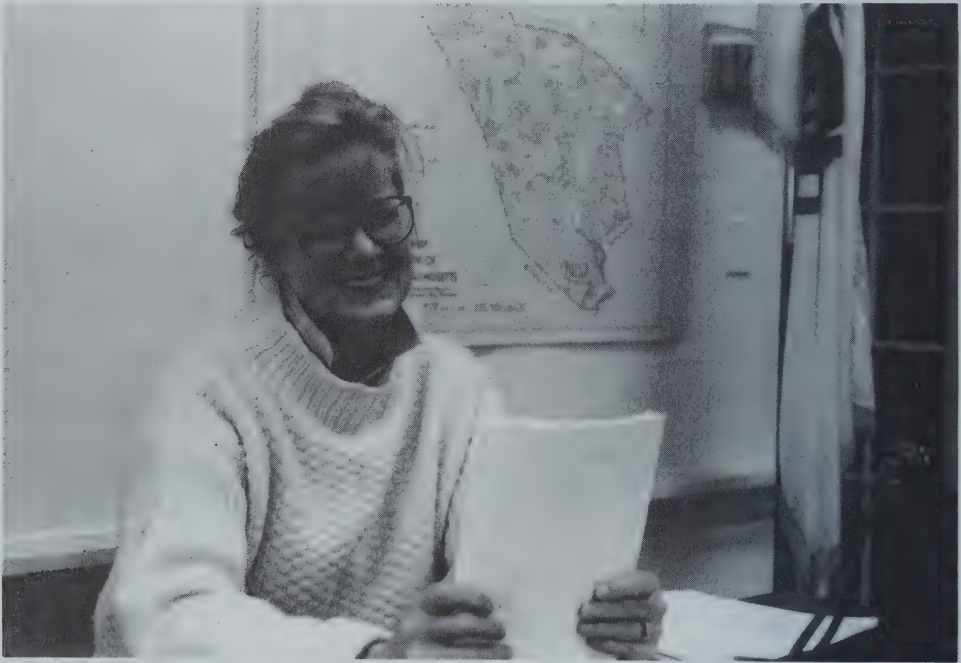
The Andrews Farm Affordable Housing Project, comprised of 15 affordable units where prices will not exceed \$75,000 and 45 market rate units where prices are expected to be under \$200,000 received a comprehensive Permit from the Zoning Board of Appeals which included recommendations submitted by the Planning Board.

### **Personnel**

Jane Langton, Secretary to the Planning Board, has provided another year of devoted and excellent service to the Board. The Board wishes to thank Suzanne Richey who resigned from the Board during 1990 due to a move out of town. Her contributions to the Board and the Town are greatly appreciated.

The Board also wishes to extend its sincere appreciation to Deborah Johnson whose technical, evaluative and administrative services to the Board have been invaluable.

- Craig Falk
  - Chairman
  - Member Boxford Housing Partnership
- Kendall Bagge
  - Vice Chairman, Chairman, Subdivision Subcommittee
- William Cargill, Jr.
  - Representative to Zoning Board of Appeals
  - Subdivision Subcommittee
- Werner Low
  - Clerk
  - Joint Member of Conservation Commission
- Robert Nordstrom
  - Representative to the Board of Health
  - Alternate, Subdivision Subcommittee
- F. Richard Shaw
  - Representative to Ground Water Study Committee
- David Wooton
  - Representative to Land Acquisition Committee
  - Subdivision Subcommittee



Deborah Johnson, Conservation/Planning Administrator



## RECYCLING COMMITTEE ANNUAL REPORT 1990

The early part of the year was spent researching various recycling markets and visiting drop-off centers in different towns. A budget for establishing and operating a recycling center for one year was submitted to the selectmen. This led to a warrant article asking for \$20,800, which was voted on at the annual town meeting and passed with much community support.

The first weekend after the fiscal year began in July when we opened a drop-off recycling center located at the landfill. The center is open every Friday, Saturday and Sunday from 8 AM - 3:30 PM. An attendant is on duty to answer questions, supervise the quality control of collected materials and assist residents when necessary. Please check with the attendant or town hall for current educational literature to help with proper preparation of recyclables. The center is open to all residents of Boxford. A landfill sticker is not necessary to participate.

The following items are accepted:

GLASS BOTTLES & JARS (clear, green, brown)

ALUMINUM (cans, foil, pans)

NEWSPAPERS

MAGAZINES

PLASTICS (#1 PETE, #2 HDPE) look for recycling arrows on bottom of containers

SCRAP METALS & APPLIANCES

MOTOR VEHICLE BATTERIES

SALVATION ARMY DROP BOX (clothing & small usable items)

WASTE MOTOR OIL \*\*collected on first & third Saturdays of the month

The following is a breakdown of individual items recycled and thus diverted from our landfill during 1990.

NEWSPAPER/ MAGAZINE	GLASS	ALUMINUM	PLASTIC	*SCRAP METAL	SALVATION ARMY
321.88 ton (1 Year)	24 ton (6 mo)	621 lbs. (6 mo)	2.3 ton (6 mo)	19 ton (6wks.)	59 boxes (6 mo)

\*the scrap metal collection tonnage reflects 6 months of tin cans and only 6 weeks of scrap metal and appliances which were added to program Thanksgiving week. Total tonnage recycled and diverted from our landfill for all recyclables was 368 tons. (This tonnage does not include the Salvation Army boxes that were emptied 59 times).

The monthly volumes of the above materials have grown each month since the recycling center opened in July. We expect this growth to continue as more Boxford residents become recyclers and as more markets (and therefore items) are added to our present set-up.

Since the fall of the year the recycling committee has been working with fifth graders at Spofford Pond School. The students are learning about becoming smart shoppers, packaging, recycling and our town recycling center. Another ongoing project of the committee is to establish an office paper recycling program that could be utilized in both the schools and the town hall.

The recycling committee would like to thank all the residents who are participating in making this program a success. Remember, it is never too late to get started. For more information about the center and about meeting times for the recycling committee, please contact town hall.

Teri Allen, Chair

Carole Fitch

Louise Kress

Karen Sheridan

Betty Strong

BOXFORD RECYCLING CENTER



## BOARD OF APPEALS

The year started with something of a rush when, after seven Public Hearings, a Comprehensive Permit was granted for the 60 unit Andrews Farm Development which included 18 subsidized units. The decision was appealed by a group of neighbors, and several other suits and counter-suits followed. It is believed that all of these problems have now been resolved and that actual building of Boxford's first affordable housing project may now proceed.

The granting of a special Permit and a Variance for offices and retail stores in Matses' Business District in West Boxford was appealed by the Planning Board, with the Town paying the legal expenses of both opposing parties. A subsequent permit for the proposal rendered the first decision redundant and it is expected that the appeal will be withdrawn.

The remainder of the Board's business was much as usual; there were nine applications for Special Permits, with eight granted and one denied; of five applications for Variances, four were granted and one was withdrawn. There were no appeals of decisions of the Inspector of Buildings. In about an equal number of instances we were able to assist people by suggesting alternative options such as moving property lines or changing the location or direction of construction, so that their proposal might be in compliance with the Zoning Bylaw, sometimes under some overlooked provision, avoiding the necessity for application for a hearing.

The number of applications in connection with new lots or new construction such as accessory apartments, common driveways, extra car storage, or dimensional problems was understandably decreased; however, with an increase in the number of existing properties changing hands - and extra caution on the part of title examiners and banks - and the substitutions of alterations or additions for new construction - it seems probable that an increasing number of violations or non-conformities will be discovered and require action by this Board.

Carlyle W. Thomas - Chairman  
Donald E. Houser - Vice Chairman  
Robert H. Clewell - Clerk  
Douglas K. Stuart - Alternate  
Steven J. Kokkins - Alternate

# **COMMUNITY SERVICES**

**Arts Council**

**Council on Aging**

**(H.A.W.C.)**

**Help for Abused Women and Their Children**

**Tri-Town Council on Youth  
and Family Services, Inc.**

**Historic District Commission**

**Historic Document Center**

**Recreation Committee**

**Boxford Bay Circuit Program Committee**

**Veterans' Services**

**Veteran' Graves Officer**

## BOXFORD ARTS LOTTERY COUNCIL

The intent of the Massachusetts Arts Lottery Council is to provide a supplemental source of public funds to be used for the support and betterment of the Arts. The use of this public arts funding may apply to capital outlays, seed funding, individual artists, and operational expenses. The guidelines allow for the greatest amount of choice at the local level and the greatest amount of creativity.

The Boxford Arts Lottery Council received approximately \$1450 for the Spring 1990 Cycle and \$700 for the Fall 1990 Cycle from the Massachusetts Arts Lottery Council. It seems likely that about \$700 will be received twice a year for the immediate future from the state. The Massachusetts Arts Lottery Council is responsible for establishing the guide-lines for the use of funds and determining if applications for funds comply with these guidelines.

Applications for the Arts Lottery grants must be received by the Boxford Council by mid-April or mid-October. Grants approved this year were as follows:

- Tri-Town Symphony Orchestra. Twentieth Annual Youth Concert, \$100.
- Dixieland Jazz Band performs at annual Apple Festival, \$600.
- Michael Harris, author, presents writing enrichment program for grades 4-6, \$425.
- "Wilderwalks" Stories, myths and songs to foster an appreciation of nature, at the Village School, \$250.
- Ballet theater of Boston presents "The Nutcracker", \$250.
- Longy School of Music presents Youth Concert for Masconomet students and their families, \$400.
- Sixth Biennial Arts Festival for Masconomet art students. Visiting artists demonstrate studio skills, \$450.
- The Treble Chorus of New England, children's chorus, support for current concert season in the greater Merrimack Valley area, \$100.

Money that has not been used will be carried over to our next funding period.

Our goals align with the state guidelines in providing funds for art and cultural activities for the public good in our local and regional community.

Respectfully submitted,  
Ellen Runk, Chairman  
Arts Council



## **COUNCIL ON AGING**

The Council has doubled its work load this year from last year. We are helping a great deal more sick and disabled than ever before which is very interesting.

### **MEALS ON WHEELS**

We are serving more meals than before. These meals are delivered hot to clients 52 weeks a year. What a great, great program. Thanks to our many volunteers who give their time to do a wonderful job.

Meals are also served at the Spofford School five days a week for people who want a good lunch and enjoy meeting old and new friends. Our thanks to all the workers at Spofford School.

### **NORTHERN ESSEX ELDER TRANSPORT**

Our thanks again to our volunteers for the wonderful job they do in taking seniors to doctors, hospitals, shopping, etc. They are a wonderful group.

### **COMPANION & RESPITE CARE**

With the help of The Friends of the Council we are serving more clients with companions and respite care. This helps to relieve some families who are caring for elderly parents and friends.

### **OUTREACH & NEWSLETTER**

Our senior population has increased by about 15% since last year, and we send out about 600 copies of our newsletter which has increased by 15% also. We are finding more people who are living with their children all the time. We are very proud to be of service to all of them. A lot of this is due to our outreach worker, Phyllis Moise.

### **CLINICS**

Besides our twice a month health clinics, we had an eye clinic and a hearing clinic which were held by private physicians and were free to seniors. We hope to do these clinics on a regular basis each year.

### **ELDER SERVICES OF MERRIMACK VALLEY**

Even though Elder Services had a great number of cuts in their budget from both Federal and State, for a contribution of \$196 a year, we received services to our elderly of \$20,147.00. We also use Protective Services to protect our clients.

### **DIRECTOR OF C.O.A.**

As Director, Marie attends monthly meetings of the Board of Directors of Elder Services, and is also on the Nutrition Board, so she finds out what is happening both at State and Federal levels. She reports to the Council on Aging monthly meeting on the second Tuesday of each month.

We are extremely proud of our work with the Council and for the town.

Council on Aging Board Members:

G. Edwin Hadley, Chairman  
Milton Knauer, Vice Chairman

Lawrence Holt, Treasurer  
Lula Gould, Secretary  
Judy Carr  
Arthur Gingrande  
Jane Langton  
Marie L. Cody, Director



Tuesday Friendship Club Hallowe'en Party



**COUNCIL ON AGING OFFICE**  
Marie Cody, Director; Phyllis Moise  
(photos of employees by Tom Hauenstein)

**H.A.W.C.**  
**Help For Abused Women & Their Children**  
9 Crombie Street  
Salem, Massachusetts 01970  
*Office (508) 744-8552*  
*24 Hour Hot Line (508) 744-6841 & (508) 281-1135*  
*TTY Voice 9-5*

**PROGRAMS**

HAWC is a program providing emergency and support services to battered women and their children who live in one of 23 cities and towns on the North Shore. These services include:

1. Emergency shelter for battered women and their children.
2. 24 hour hotline providing crisis intervention, legal rights information and access to shelter.
3. Advocacy for legal, welfare, housing, medical and employment.
4. Children's Program.
5. Short term counseling for battered women.
6. Weekly support groups.
7. Community Education providing training workshops, speaking and media presentations to area agencies including police, hospitals and high schools.
8. Youth Outreach Program to address the experience of violence, power and sex roles with teens.
9. Pro-Bono Lawyers through joint project with Neighborhood Legal Services for custody, child support and divorce.
10. Volunteer involvement program,

Shelter is provided in one of two ways: in the 16 room Emergency Shelter or within the safehome network operated by HAWC. Shelter stays may be up to eight (8) weeks and safe homes are available for up to five (5) nights.

Over sixty five (65) volunteers and paid staff provide the counseling on the hotline, in individual sessions and facilitate the five (5) support groups held weekly. Volunteer training is a 20 hour curriculum provided three (3) times a year.

**FACILITIES**

In addition to the Emergency Shelter, HAWC operates community offices in Salem. Battered women seeking counseling, support group meetings and advocacy come to this office. The Shelter is in a secret location on the North Shore to insure the safety of the women and children residing there.

## **EVALUATION**

HAWC is evaluated by the Department of Social Services, the State of Massachusetts, VOCA, United Way and the Massachusetts Coalition of Battered Women Service Groups.

### **1990 STATISTICS**

During 1990 HAWC served a total of 1,942 women and children. We housed 116 women and 141 children in our shelter; offered counseling and support to 1,308 women; provided legal advocacy to 288 women and reached 2,300 teens through our violence prevention program. In addition we received 1,998 calls on our 24 hr. hotline, and offered community education programs to over 6,600 people.



## **TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES, INC.**

The Tri-Town Council on Youth and Family Services, Inc. is a private, non-profit human service agency, that strives to enhance the quality of life of Boxford, Topsfield, and Middleton residents, with primary emphasis on youth and their families. To meet this goal, the Council provides a variety of programs and services including crisis intervention, special needs counseling, peer education, alternative activities and community education.

The \$12,650 received from the town of Boxford last year for operating expense helped the Council to serve the youth and families of Boxford through the following programs and services:

Horizons enrichment program for Boxford elementary school children.

Project CHARLIE drug and alcohol education program in Boxford.

Job Bank.

"Decision Making: Tools for Parents and Students", two public forums on alcohol abuse issues.

Seminars on eating disorders.

Parent, student and teacher training on AIDS.

Peer Education expanded to include junior high and elementary school students.

Technical/Vocational guidance counseling.

Career Awareness Program.

The Improbable Players - a professional acting troupe trained to provide substance abuse prevention skits for elementary age young people.

"Eddie Was Here", a nationally renowned drug and alcohol prevention play for high school students and parents.

Senior All Night Graduation Party.

In addition to offering specific programs and services, the past year saw the Tri-Town Council become more active in developing networks and coalitions of parents, teachers, students, and other human service agencies for the purpose of addressing the life issues that confront the community in a timely and cost effective manner. This is a trend that will continue in the future for the benefit of Boxford and the Tri-Town Community.

Respectfully submitted,

Edwin S. Vaeni

Executive Director

## BOXFORD HISTORIC DISTRICT COMMISSION

At Town Meeting, 1971, Boxford voters established two historic districts: Boxford Village and Howe Village, under Chapter 40C of the State's General Laws and an Historic District Commission to administer those laws.

The basic purpose of historic district controls as outlined by the State is "...to preserve the outward appearance and harmonious exterior relationships of groups of buildings, structures and sites...". It may be of interest that "structure" is translated to include materials **other** than a building including lighting, signs, fences, walls, walks and driveways.

The Boxford Historic District Commission, therefore, meets to consider district residents' requests for Certificates of Appropriateness for projects as diverse as door color to Fence style.

Arthur W. Havey, who has chosen not to serve yet another three year term, has served as an alternate, member, then chairman of the Commission since its inception in 1971. His calm, reasoned deliberations will be missed by the members as we continue to carry out the mandate of the voters.

The Commission meets monthly at the Old Town Hall (Community Center) on the Fourth Tuesday, 8:00 P.M., and welcomes input From Boxford residents.

Respectfully submitted,

Susan T. Peterson, Chairman  
Thomas E. Cargill, Jr.  
Peter B. Loring  
Theodore R. Parsons  
William J. Rossi, Jr.

Alternates:  
Albert C. Imhoff, Jr.  
Nancy N. Merrill  
Frances P. Nelson

## BOXFORD HISTORIC DOCUMENT CENTER

The Boxford Historic Document Center was open regularly on Wednesdays 9:00 a.m. to 4:00 p.m. and Saturdays 10:00 a.m. to 3:00 p.m. When we started opening on Saturdays, the attendance was small, not very worthwhile, but now after a year it has grown so that it is a busy day.

Our staff this year includes Margaret Lane, Dorothy Woodbury, Martha Clark, Lu Gould and Helene Gemmell.

Our major projects this year have focused on improving our physical plant. Preliminary to painting the outside woodwork, the blinds were taken off to be replaced later by modern storm windows; some of them fitted with screens for use in the summer.

A new furnace was installed and lighting in the cellar improved. We are investigating means of gaining more space for document storage.

As we increase the collection, we are questions; questions that come to us by mail in the U.S., as well as questions brought in of Boxford and surrounding towns and states.

As we increase the collection, we are able to answer more questions; questions that come to us by mail from far away points in the U.S., as well as questions brought in locally by residents of Boxford and surrounding towns and states.

The information asked for varies greatly. Genealogy forms the largest part, but this includes biographical material as well. New residents coming to town frequently end up at the Document Center to learn more about the house they have just purchased, i.e., how old it is and what history connected with it. Boxford roads are another topic of inquiry, particularly the old roads.

We have an extensive collection of source books about Essex County. We are particularly trying to build-up the American Revolution section which is used so much by Mr. Doliber's class at Masconomet. Among the books bought this year are:

Mayflower Marriages

by Susan E. Roser

Complete Book of Emigrants

by Peter Wilson Coldham

Heroism of Hannah Duston

by Robert B. Caverly

Researcher's Guide to

American Genealogy

by Val D. Greenwood

We are constantly adding local documents which come to us as outright gifts or as deposits on temporary loan.

We have for sale, the two Sidney Perley books, The History of Boxford and The Dwellings of Boxford; also The Updated Dwellings of Boxford by Winnifred C. Parkhurst and Barbara C. Perley, as well as the small book, Fragments of Boxford by Barbara C. Perley.

Respectfully submitted,

Margaret Lane, Archivist

## BOXFORD RECREATION COMMITTEE

Due to increased financial constraints our 1990 budget was reduced by 21%. It was determined that the financial support for the Memorial Day and Fourth of July Parades would not be continued. Volunteer contributions enabled the July 4th Parade to continue and we hope this effort will be ongoing. We also hope the American Legion can fund the Memorial Day Parade.

Ongoing maintenance and repairs were performed on the sports fields at Morse, Spofford, Landfill Soccer and Boy Scout Park. We were able to replace two spectator stands.

Camp Sacajawea (on Stiles Pond) was again utilized by the Greater Lawrence Educational Collaborative (GLEC) as a day camp for severely handicapped children from the North Shore area. Improvements to the buildings and water system were made.

Excellent progress has been made by the Boxford Trails Association in assisting the expansion of the Bay Circuit Trail for passive recreation. Several articles explaining the trail system have been published in the Boston Globe and the Tri Town Transcript.

The Boxford Athletic Association continued to operate the Town Beach at Stiles, providing an expanded program for over 450 families.

Budget constraints will continue to be a problem, yet the demand for passive and active recreational facilities continues to increase; hopefully the Committee can provide adequate facilities.

Very truly yours,

Richard R. Kinney, Chairman  
Kenneth Felton  
Susan Goodwin  
Beverly Ingalls  
Wendy Madden  
Nancy Merrill  
Janice Smallman



## THE BOXFORD BAY CIRCUIT PROGRAM COMMITTEE

The Boxford Bay Circuit Program Committee was established by the Selectmen in May, 1990. The Committee has been working with the National Park Service, the Topsfield Day Circuit Program Committee and the Georgetown-Boxford Bike Path Committee to establish one to several trail linkages that will connect four state forests, a state wildlife sanctuary, an Audubon sanctuary and many Essex County Greenbelt properties within the Boxford vicinity. The trails through these open spaces and the trail linkages over scenic roads, through historic districts, private trails and rivers will be part of the Bay Circuit Program of an 'emerald necklace' from Plum Island, Newburyport, to the Kingston Farm, Duxbury, between Routes 128 and 495.

The open spaces that will be linked in the Boxford vicinity include Bradley Palmer State Park, Willowdale State Forest, Georgetown-Rowley State Forest, JC Phillips Wildlife Sanctuary, Boxford State Forest and Mass Audubon Sanctuary in Topsfield.

These trails will be for passive recreation which includes walking, hiking, cross country skiing, horseback riding, canoeing and non-motorized bikes where the trail bed is firm.

The Bay Circuit was first proposed in 1929 as a "system of privately and publicly owned open spaces, including parks, forests, reservoirs and wildlife preserves, scenic and historic sites, and other properties surrounding Metropolitan Boston connected by designated roads, waterways and paths of various kinds."

The members of the Boxford Bay Circuit Program Committee are excited about this effort to provide passive recreation linkages between open spaces that surround Boxford.

The Boxford Selectmen appointed two residents, Beverly Ingalls and Louise Kress, to represent Boxford at the regional meetings held by the Mass. Department of Environmental Management in 1985. In 1989, when the DEM's budget was drastically cut, the DEM submitted the Bay Circuit proposal to the National Park Service. The NPS felt this project was important and assigned the NPS Rivers and Trails Program to this effort. Through this department, we will be printing a trails guide which should be available in the fall.

Respectively submitted,

Nancy N. Merrill, Chairman

Alison Chase

Alec Gillman

Sue Goodwin

Beverly Ingalls

Mel Prohl

Joann Weldon

## **VETERANS' SERVICE DEPARTMENT NORTH ANDOVER - BOXFORD DISTRICT**

The following expenditures were made by the Veterans' Service Department during Fiscal 1990.

Ordinary Benefits        \$575.25

Two-thirds of these expenditures will be reimbursed by the state.

Respectfully,

Richard E. Lahaye  
District Director

In 1946, Chapter 115 of the general laws was passed by the general court creating a Massachusetts Veterans' Services Department and called for the establishment in every city, town, or district a department of Veterans' Services.

In 1947, the Selectment of the Towns of North Andover and Boxford voted to form a district and appointed a district director of Veterans' Services to carry out the provisions of Chapter 115 of the general laws. The general purpose of the district director of the Veterans' Services is the administration of the Veterans' Benefits Program to provide the utmost possible assistance to Veterans and/or their dependents in time of distress or hardship. I would like to take this opportunity, as the full time director, to announce my office hours.

Town Hall - North Andover  
Mon. - Fri. 9:00 - 4:00  
Tel. 682-6378 Home 683-4257

Town Hall - Boxford  
Tel. 887-8181

Richard E. Lahaye  
District Director

## REPORT OF THE VETERAN'S GRAVES OFFICER

The cemeteries in Boxford were decorated with flags one week before Memorial Day this year. All were found to be in very good condition with regards to the upkeep of Veterans lots. As funds become available more flag holders are being placed next to headstones, especially the ones that are hard to read. With the assistance of a volunteer from the D.P.W., the Bald Hill and Small Pox Lots were decorated with flags and some brush was trimmed on the lots.

I am pleased to announce that the Trustees of the Mt. Vernon-Brookside Cemetery Corp. have made available a Veterans' section containing six lots plus room for expansion at the Mt. Vernon Cemetery. Complete information can be obtained by contacting: Richard G. Hopping, Superintendent, 401 Ipswich Road, Boxford, MA 01921.

### NUMBER OF FLAGS PLACE THIS YEAR WERE:

Brookside	-	56	Bald Hill	-	1
Mt. Vernon	-	60 increase	Small Pox	-	1
Harmony	-	27	Ancient	-	1
Village	-	55 increase			

The flags at all War Monuments were replaced throughout the year as appearance required.

Respectfully submitted,

Kenneth H. Chadwick  
Veterans' Graves Officer















## BOXFORD INFORMATION

The Town of Boxford was incorporated in 1685.

Population, 6,266

Number of residences, (1990) 1970

Registered Voters, December, (1990) 3,952

Area - 24.39 square miles

Population Density, (1990) - 257 persons per square mile

Miles of Roads, January 1, 1990 - 105.70

Number of Named Streets - 147

## STATE AND FEDERAL REPRESENTATION

### U. S. SENATORS

Edward M. Kennedy (D)  
United States Senate  
Washington, D.C. 20510  
(617) 565-3170 (Boston)

John F. Kerry (D)  
United States Senate  
Washington, D.C. 20510  
(617) 565-8519 (Boston)

### U.S. CONGRESSMAN

Nicholas Mavroules (D)  
1204 Longworth Building  
Washington, D.C. 20515  
(800) 272-6730 (Salem District Office)

### GOVERNOR

The Honorable William P. Weld (R)  
State House, Room 360  
Boston, MA 02133  
(617) 727-3600

### STATE LEGISLATORS ✓

Senator Robert C. Buell (R)  
State House, Room 321  
Boston, MA 02133  
(617) 722-1600  
Home: Woodcrest Road,  
Boxford, MA 01921

Rep. Forrester "Tim" Clark (R)  
State House, Room 167  
Boston, MA 02133  
(617) 722-2692  
Home: Sagamore Road,  
Hamilton, MA 01936



# **1991 Annual Report**



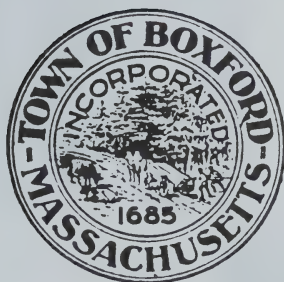
**Boxford, Massachusetts**

## IMPORTANT TELEPHONE NUMBERS

<b>EMERGENCY (Police and Fire)</b> .....	887-8133
<b>PUBLIC SAFETY</b>	
Police Department .....	887-8135
Fire Department .....	887-8137
Communications Department .....	887-8136
Dog Officer .....	887-3264
<b>TOWN OFFICES</b>	
Board of Selectmen .....	887-8181
Accountant .....	887-8181
Assessors .....	887-3674
Tax Collector .....	887-3673
Treasurer .....	887-3673
Town Clerk .....	887-8181
Planning/Conservation Office (at Community Center) .....	887-5661
<b>SCHOOL DEPARTMENT</b>	
Superintendent - Boxford .....	887-8961
Superintendent - Masconomet .....	887-2323
Superintendent - North Shore Vocational .....	927-6178
Harry Lee Cole School .....	887-2856
Spofford Pond School .....	352-8616
Masconomet .....	887-2323
<b>HEALTH and INSPECTIONS</b>	
Health Director (Sanitary Engineer) (at Community Center) .....	887-8841
Inspectors:	
Animals .....	352-6336
Buildings (at Community Center) .....	887-3270
Gas/Plumbing .....	887-3270
Wire .....	887-3270
Animal Control Officer .....	887-3264
	887-8135
<b>LIBRARIES</b>	
Boxford Village .....	887-7323
West Boxford .....	352-7323
<b>POST OFFICES</b>	
Boxford Village (01921) .....	887-5339
West Boxford (01885) .....	352-6632
<b>DEPARTMENT OF PUBLIC WORKS</b>	
Highway Garage .....	(Communications) 887-8137
	(Garage) 352-6555
<b>COMMUNITY SERVICES</b>	
Historic Document Center .....	352-2733
Town Beach (Emergency Only) .....	352-7033
Tri-Town Council on Youth and Family Services .....	887-6512
Veterans' Agent .....	682-6378
Council on Aging (at Community Center) .....	887-3591



**ANNUAL REPORT**  
**OF THE TOWN OF**  
**BOXFORD, MASSACHUSETTS**



**FOR THE YEAR ENDING DECEMBER 31, 1991**



**Lincoln Hall was painted and re-furbished inside and out in 1991 by a dedicated group of volunteers from throughout the Town.**

#### **ON THE COVER:**

The new addition to the Spofford Pond Elementary School was completed in 1991.  
*(Photo by Stephanie Meegan)*

## TOWN OF BOXFORD

### VOLUNTEER APPLICATION

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town committee, please complete the following and forward to:

Board of Selectmen  
Town Hall, 28 Middleton Road  
Boxford, MA 01921

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone    Home \_\_\_\_\_    Office \_\_\_\_\_

Areas of Interest

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Experience that would benefit the town through service on a committee, or expertise helpful to a town committee:

*THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN.*





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# **TOWN OFFICERS**

**Elected**

**Appointed**

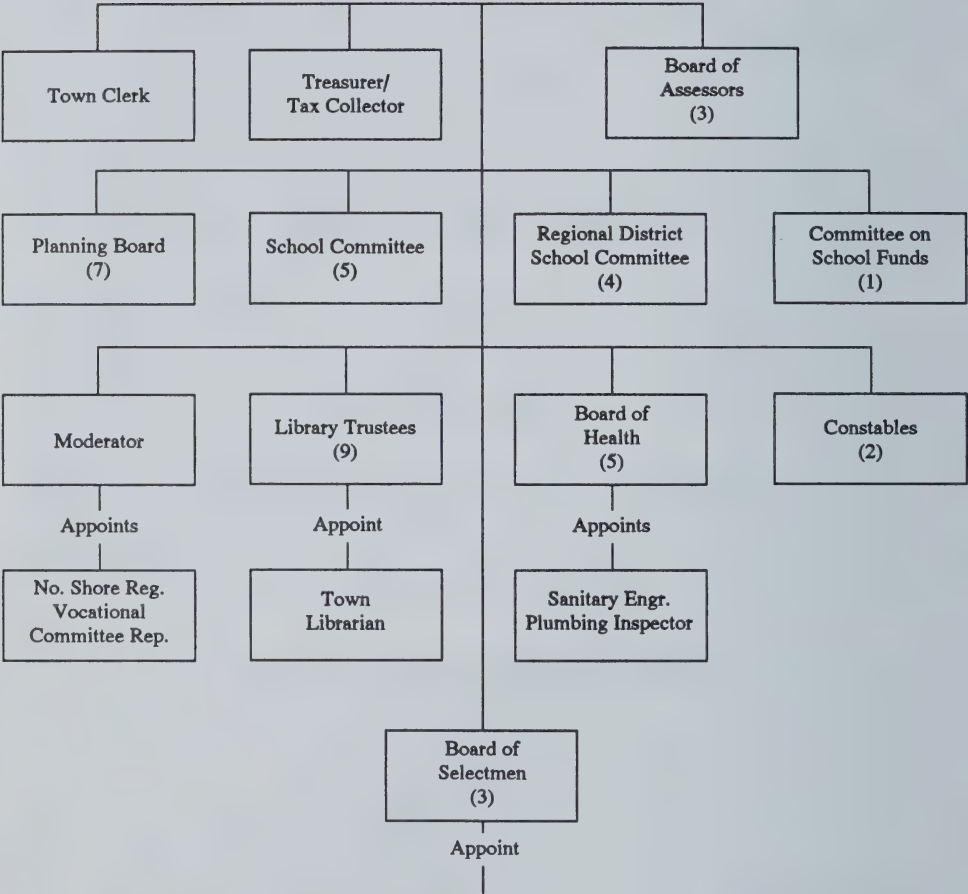
**Committees, Boards and Commissions**

**AD HOC Committees**

**Committee Meeting Schedule**

# Boxford Officials

## VOTERS ELECT



### OFFICERS:

Town Counsel  
Executive Secretary  
Superintendent of  
Public Works  
Police Chief  
Fire Chief  
Town Accountant  
Communications Director  
Civil Defense Director  
Forest Warden  
Animal Control Officer  
Parking Clerk  
Sealer of Weights  
and Measures  
Town Geologist

### COMMITTEES:

Council on Aging  
Board of Appeals  
Arts Council  
Conservation Commission  
Election Officers  
Fenceviewers  
Finance Committee  
Town Forest Committee  
Historic District Comm.  
Inspector of:  
Animals  
Buildings  
Wires  
Gas  
Plumbing  
Ipswich River  
Watershed

Personnel Board  
Recreation Committee  
Groundwater Study  
Committee  
Registrars of Voters  
School Building Committee  
Water Resources and  
Drainage Committee

### AD HOC COMMITTEES:

All Building Committees  
Land Acquisition Committee  
Boxford Housing Partnership  
Committee  
Recycling Committee  
Computer Study Committee  
Boxford Bay Circuit Committee



## ELECTED TOWN OFFICIALS

MODERATOR	DeWitt Minich (1992)
BOARD OF SELECTMEN	Robert W. Conroy (1992), Chairman Audrey W. Romasco (1994) Richard W. Ulman (1993)
TOWN CLERK	Frank Weatherby (1992)
TREASURER/TAX COLLECTOR	Alan J. Benson (1994)
BOARD OF ASSESSORS	Kenneth P. Kretsch (1992) Robert Was (1992) Susan E. Hubbard (1992) (resigned) Joan H. Behrens (1992) (resigned) Charles W. Nichols (1993) (resigned) Virgil W. Sanchez, Jr. (1994) (resigned)
BOXFORD SCHOOL COMMITTEE	Barry DeNofrio, Chairman (1993) Arthur M. Mushkin (1992) Charles Costello (1993) Mary H. Langer (1994) William F. Quigley, Jr. (1995)
MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE	Sandra Blaiser (1992) Serina H. Caperonis (1993) Barbara E. McKenna (1994) Barbara E. Was (1993)
PLANNING BOARD	Craig E. Falk, Chairman (1996) Kendall E. Bagge (1994) William Cargill, Jr. (1995) Werner Low (1995) Robert P. Nordstrum (1996) David B. Woonton (1992) Richard Shaw (1993) (resigned)
BOARD OF HEALTH	Richard F. Taylor (1993) Louise Kress, Chairman (1992) Lorraine E. Ott (1994) Nancy A. Pearl (1994) Wayne G. Williams (1993)
TRUSTEES OF THE BOXFORD TOWN LIBRARY	Helen K. Millstein, Chairman (1992) Ronald B. Aron (1992) Anne V. Gyles (1992) Kathleen B. Gorman (1993) Judith M. Littlefield (1994) Richard H. Price (1993) Enid E. Thuermer (1994) Kathleen J. Ulman (1992) Nancy C. Woolford (1994) Charles W. Dorsey (1993) (resigned) Evelyn West (1992) (resigned)
CONSTABLES - EAST PARISH WEST PARISH	Harold O. Sederquest (1992) David J. White (1992)
COMMITTEE ON SCHOOL FUNDS	Richard P. Chadwick (1955 tenured)

## **APPOINTED TOWN OFFICERS**

(Town Appointed Officers term runs to June 30, 1992, except as noted)

<b>TOWN COUNSEL</b>	<b>Donald J. Scutiére</b>
<b>EXECUTIVE SECRETARY</b>	<b>Thomas E. Hauenstein</b>
<b>SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS</b>	<b>Thomas F. Greene</b>
<b>POLICE CHIEF</b>	<b>Douglas A. Warren (tenured)</b>
<b>DEPUTY CHIEF OF POLICE</b>	<b>Gordon A. Russell, Jr.</b>
<b>FIRE CHIEF</b>	<b>Damon J. Dustin</b>
<b>TOWN ACCOUNTANT</b>	<b>William P. O'Brien (1993)</b>
<b>COMMUNICATIONS DIRECTOR</b>	<b>Elizabeth Russell</b>
<b>DIRECTOR OF PUBLIC HEALTH</b>	<b>John Romanski, R.S.</b>
<b>CIVIL DEFENSE DIRECTOR</b>	<b>Edward H. Smith</b>
<b>DIRECTOR OF PUBLIC LIBRARIES</b>	<b>Adele McConaghy</b>
<b>VETERAN'S AGENT (District Director)</b>	<b>Richard E. LaHaye</b>
<b>FOREST WARDEN</b>	<b>Damon J. Dustin</b>
<b>TOWN GEOLOGIST</b>	<b>Richard Z. Gore</b>
<b>ANIMAL CONTROL OFFICER</b>	<b>Diane C. Waters</b>
<b>PARKING CLERK</b>	<b>Thomas E. Hauenstein</b>
<b>SEALER OF WEIGHTS &amp; MEASURES</b>	<b>Francis P. Noyes</b>
<b>NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT REPRESENTATIVE</b>	<b>Herbert P. Golub (1993)</b>
<b>ASSISTANT ASSESSOR</b>	<b>Barbara A. King</b>
<b>ASSISTANT TREASURER</b>	<b>Mary E. Bolen</b>
<b>ASSISTANT TOWN CLERK</b>	<b>Patricia A. Shields</b>
<b>DEPUTY TAX COLLECTOR</b>	<b>William Handren</b>
<b>SCHOOL SUPERINTENDENTS</b>	
<b>BOXFORD/TOPSFIELD SCHOOL UNION</b>	<b>Dr. Joseph Connelly</b>
<b>MASCONOMET REGIONAL SCHOOL DISTRICT</b>	<b>Dr. Joseph R. Carroll</b>
<b>NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT</b>	<b>Patricia W. Carlson, Ed.D.</b>

## COMMITTEES, BOARDS AND COMMISSIONS

### COUNCIL ON AGING

Judith F. Carr, Chairman (1995)  
 Jean W. Buell (1992)  
 Kathie A. Canonica (1995)  
 Lula Gould (1993)  
 G. Edwin Hadley (1992)  
 Lawrence Holt (1995)  
 Milton W. Knauer (1993)

### BOARD OF APPEALS

Carlyle W. Thomas, Chairman (1992)  
 Robert H. Clewell (1993)  
 Donald E. Houser (1991)

### BOARD OF APPEALS (Alternates)

Stephen Kokkins (1991)  
 Douglas Stuart (1993)

### ARTS COUNCIL

Ellen J. Runk (1992), Chairman  
 Janice M. Charles (1992)  
 Jeanette W. Crimi (1992)  
 Nancy Kucera (1992)  
 Marion A. Saia (1992)  
 Patricia C. Bertero (1992) (resigned)  
 Lee Oravec (1992) (resigned)

### BOXFORD CABLE TELEVISION

Leonard Rose (1993)  
 Joseph A. Cameron (1992)  
 Nathaniel S. Coolidge (1992)

### CONSERVATION COMMISSION

Kevin F. Bell, Chairman (1992)  
 Jeffrey L. Hatcher (1994)  
 Russell T. Hopping (1994)  
 Gerard D. Irmer (1994)  
 Chester A. Riley (1992)  
 David White (1992)  
 JoAnne Weldon (Alternate)  
 David Trask (1993) (resigned)

### ELECTION OFFICERS

#### Precinct I

**Democrat**  
 Wendy L. Belinsky  
 Irene Decoulos  
 Joan F. Tarleton  
 Elizabeth L. Strong

#### Precinct II

**Democrat**  
 Joyce Chub  
 Phyllis A. Leonard  
 Helen McLaughlin  
 Joyce A. Scutiere

#### Republican

Arthur Gingrande  
 Ethel M. Houser  
 Eleanor Becker  
 Barbara Ross  
**Republican**  
 Victoria M. Hubbard  
 Marilyn H. May  
 Marion R. Musial  
 Susan Price

### FENCEVIEWERS

Board of Selectmen

### FINANCE COMMITTEE

Ruth N. Bortzfield, Chairman (1992)  
 Robert B. Beahm (1993)  
 William F. Carney (1994)  
 Manuel J. DeSouza (1994)  
 Kenneth Littlefield (1993) (resigned)  
 Peter K. Race (1993)  
 Winston J. Rose (1992)

TOWN FOREST COMMITTEE

HISTORIC DISTRICT COMMISSION

HISTORIC DISTRICT COMMISSION  
(Alternates)

INSPECTORS:

ANIMALS  
BUILDING  
HEALTH  
GAS/PLUMBING  
ELECTRICAL

IPSWICH RIVER WATERSHED  
DISTRICT COMMISSION

MASCONOMET REGIONAL SCHOLARSHIP  
COMMITTEE

PERSONNEL BOARD

POLICE DEPARTMENT

Paul R. French (1992)

Susan Peterson, Chairman (1994)  
Thomas E. Cargill (1993)  
Virginia A. Havey (1992)  
Peter B. Loring (1992)  
William J. Rossi, Jr. (1992)

Albert C. Imhoff, Jr. (1992)  
Nancy N. Merrill (1991)  
Frances P. Nelson (1990)  
Theodore R. Parsons (1992) (resigned)

Allison A. Hayes (352-6336)  
Kevin Wood (887-3270)  
John Romanski (887-8441)  
William S. Crowell (887-3270)  
John P. Thompson (887-3270)

Jennie Bridge (1992)

Jacqueline R. Newland  
Carol L. Schwefler  
Robert W. Conroy  
William P. Pucci  
Lynette S. Gray

Julie G. Phalen, Chairman (1992)  
Charles J. Caperonis (1994)  
Arthur J. Dischino (1994)  
Julia L. Quinn (1994)  
John G. Thatcher, Jr. (1992)

Douglas A. Warren, Chief  
Gordon A. Russell, Jr., Deputy Chief  
Paul M. Bates, Sergeant  
Ronald Giovannacci, Sergeant  
William G. Decoff, Patrolman  
Robert D. Hazelwood, Patrolman  
John D. Iannazzo, Patrolman  
Bruce Allen Klinger, Patrolman  
Thomas J. Nentwig, Patrolman  
Peter G. Orlando, Patrolman  
Brian Williams, Patrolman

Joseph P. Bogigian, Reserve  
Mathew C. Donovan, Reserve  
Francine J. Gaynor, Reserve  
Susan J. Longo, Reserve  
Timothy E. Nangle, Reserve  
Paul E. Polansky, Reserve  
Harold W. Trombly, Reserve  
John C. VanLoon, Reserve

Joan A. Goldsmith, Special  
Harold Sederquest, Special  
Betty P. Shaw, Special

## RECREATION COMMITTEE

Kenneth Felton (1994), Chairman  
Susan Goodwin (1994)  
Beverly Ingalls (1992)  
Gerald R. Johnston (1993)  
Wendy C. Madden (1993)  
Nancy N. Merrill (1994)  
Janis A. Smallman (1993)

## RECYCLING COMMITTEE

Teri Allen (1994)  
Carole C. Fitch (1994)  
Lorraine Ott (1993)  
Karen L. Sheridan (1992)  
Betty Strong (1992)

## REGIONAL RECYCLING COMMITTEE

Teri Allen  
Carole C. Fitch  
Karen L. Sheridan  
Mark Phelan (1992)

## REGISTRAR OF VOTERS

Frank H. Weatherby, Clerk  
George A. Gould (1992)  
Marie Markley (1994)  
Anne C. Mannheim (1993)

## ASSISTANT REGISTRARS

Mary E. Bolen (1992)  
Patricia A. Shields (1992)

## SCHOOL BUILDING COMMITTEE

Charles Costello, Chairman (1993)  
Barry DeNofrio (1995)  
Eugene Connor (1994)  
Richard D. Daly (1995)  
Jan E. Gustafson (1995)  
Charlotte D. Smallman (1995)

## AD HOC COMMITTEES

### GROUNDWATER STUDY COMMITTEE (Dissolved)

Joanna Daniel (1991)  
Joseph R. Fallon (1991)  
Gerard D. Irmer (1991)  
Richard Shaw (1991)  
Richard Tomczyk (1991)

### LAND ACQUISITION COMMITTEE

Ruth N. Bortzfield (1992)  
Robert W. Conroy (1992)  
David B. Woonton (1992)

### BOXFORD BAY CIRCUIT PROGRAM COMMITTEE

Alison Chase (1992)  
Alexander Gillman (1992)  
Susan Goodwin (1992)  
Beverly Ingalls (1992)  
Nancy Merrill (1992)  
Mel Prohl (1992)  
Joanne Welson (1992)



**BOXFORD HOUSING PARTNERSHIP  
COMMITTEE**

Enid E. Thuermer, Chairman (1992)  
Craig Falk (1992)  
Louise B. Kress (1992)  
Audrey W. Romasco (1992)  
Carlyle W. Thomas (1992)

**BOXFORD TRAILS ASSOCIATION**

Nancy Merrill

**INSURANCE OPTIONS STUDY  
COMMITTEE**

Nancy Z. Bender (1991)  
Robert Was (1991)

**POLICE REGIONALIZATION STUDY  
COMMITTEE**

Richard W. Ulman (1992)  
Linda Wilcox (1992)

## BOXFORD COMMITTEE MEETINGS

BOARD OF SELECTMEN	Monday	7:30 PM	Town Hall
BOARD OF ASSESSORS	2nd & 4th Wednesday	7:00 PM	Town Hall
BOXFORD SCHOOL COMMITTEE	2nd & 4th Thursday	7:30 PM	Spofford Pond School
MASCONOMET SCHOOL COMMITTEE	1st & 3rd Wednesday	7:30 PM	Masconomet
NORTH SHORE VOCATIONAL SCHOOL COMMITTEE	1st & 3rd Thursday	7:45 PM	North Shore Regional
PLANNING BOARD	1st & 3rd Wednesday	7:30 PM	Community Center
BOARD OF HEALTH	2nd Wednesday	7:30 PM	Town Hall
LIBRARY TRUSTEES	4th Thursday	8:00 PM	Boxford Village or West Boxford Library
BOARD OF APPEALS	4th Thursday	7:30 PM	Town Hall
PERSONNEL BOARD	1st Wednesday	7:30 PM	Town Hall
CONSERVATION COMMISSION	2nd & 4th Thursday	7:30 PM	Community Center
COUNCIL ON AGING	2nd Tuesday	7:30 PM	Community Center
FINANCE COMMITTEE	As posted		Town Hall
HISTORIC DISTRICT COMMISSION	4th Tuesday	8:00 PM	Community Center
RECREATION COMMITTEE	As posted		Town Hall
ARTS COUNCIL	As posted		Town Hall
CABLE TV COMMITTEE	As posted		Town Hall
LAND ACQUISITION COMMITTEE	As posted		Town Hall
BOXFORD HOUSING PARTNERSHIP COMMITTEE	As posted		Town Hall
RECYCLING COMMITTEE	As posted		Town Hall

# **GENERAL GOVERNMENT**

**Board of Selectmen**

**Town Counsel Report**

**Perley-Parkurst-Cole Memorial  
Trust Fund Guidelines**

**Personnel Board**

**Boxford Housing Partnership Committee**

**Cable-TV Advisory Committee**

## BOARD OF SELECTMEN

As our colleague Mrs. Romasco noted in the final paragraph of our report of last year, money problems took on an ever increasing role issue with this board and continues to do so.

The dwindling resources available have caused a quickening interest in the possibilities of cost savings by regionalizing various municipal functions with sister communities. None have been realized at this writing, but investigations into these related functions continue. They are school reorganization, i.e., Masconomet K through 12; Communication, Police, disposal of septage.

Despite fiscal limitations, there were some positive developments.

Affordable housing in Boxford was made a reality for the first time through the diligent efforts of our Housing Partnership Committee and the Developer of Andrews Farm in overcoming the lack of State funding by a "first in the Commonwealth" Local Initiative Program that enabled the project to get underway.

Curbside Trash and Recycling pick-up started at mid-year and has taken a burden off of a finite landfill, extending its service to the community for some additional years.

Town Meeting accepted E-911 Legislation, permitting our Director of Communications, Elizabeth Russell, to work with state emergency officials to implement an important public safety program.

Lincoln Hall Renovation project was completed. The overall management was directed by Police Officer Robert Hazelwood, and worked on with many local volunteers who upgraded one of the old landmarks in Town. Our thanks to those dedicated people and businesses who volunteered their time and efforts.

Cable Television has arrived and the value, as we see it, is in bringing the Public the ability to see and hear, as well as discuss at community meetings, major issues and day to day decisions.

On a negative note, "Hurricane Bob" struck the Town on August 19, 1991 which generated much effort for the Town's emergency personnel and our Department of Public Works.

Alan Benson resigned from this Board of Selectmen on March 18, 1991, effective May 20, 1991, to run for Treasurer/Tax Collector; the remainder of his term being up on May 20, 1991. Alan's creativity and skills are missed by this Board; but not lost to the Town because of the important post he successfully gained.

We welcomed Richard Ulman to this Board on May 28, 1991. Dick brought to us a long background in community services.

Three members of the Board of Assessors resigned as of June 30, 1991. This Board was most gratified in being able to appoint very able successors; Susan Hubbard, Robert Was and Kenneth Kretsch to serve out the remainder of the terms to May 17, 1992.

We will continue to balance services with available resources. The short term possibilities appear dim but we are optimistic that once through this transitory national malaise, our position will brighten.

Robert W. Conroy, Chairman  
Audrey W. Romasco  
Richard W. Ulman  
BOARD OF SELECTMEN

## **TOWN COUNSEL REPORT**

### **Court Activity:**

1. North Shore Survival, Inc. v. Board of Appeals  
Essex Superior Court C.A. 87-1699  
(dismissed by agreement)
2. Town v. Robert A. Lepito, Jr., et al (Cons.Comm.)  
Essex Superior Court C.A. 87-4049  
(pending)
3. Planning Board v. Board of Appeals (Dole Hill Subdivision)  
Essex Superior Court C.A. 90-1720  
(settled by agreement)
4. Gualtieri v. Board of Assessors  
Appeals Court A.C. 91-P-976  
(Judgment for Town - Affirmed)
5. Stickney v. Inspector of Buildings (3rd Party Defendant)  
Essex Superior Court C.A. 91-0946  
(pending)
6. Stickney v. State Building Code of Appeals and Town (Inspector)  
Suffolk Superior Court C.A. 91-8074-E  
(pending)

Donald J. Scutiére  
Town Counsel



## **1991 PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND**

### **MASCONOMET SCHOLARSHIP FUND AWARDS \$5,000.00**

Jason E. Frankel	1,000.00
Bridget M. Hanser	1,000.00
David J. MacDonald	1,000.00
David D. Miller	1,000.00
Carrie E. Stambaugh	1,000.00

### **SELECTMEN'S SCHOLARSHIP AWARDS**

Derek J. Balaam	300.00
Anthony J. Balakier	300.00
Cheryl Ann Bourque	600.00
Cory L. Destribats	1000.00
Aimee H. Gagne	600.00
David R. Gavron	600.00
Sandra J. Musial	600.00
Wendy Sue Pearl	1000.00
Jeffrey Pearl	600.00
Laurie A. Pearsall	300.00
Christine E. Winship	300.00
Kevin B. Winship	300.00
Millie Zinck	300.00

### **SCOUTING ORGANIZATIONS**

Hamilton Girl Scout Troop 80	250.00
Hamilton Boy Scout Troop 35	250.00
Hamilton Junior Girl Scout Troop 427	250.00
Boxford Boy Scout Troop 51	317.44
Boxford Cub Scout Pack 41	250.00
Boxford Boy Scout Troop 126	300.00
Boxford Girl Scout Troop 7	300.00
Boxford Cub Scout Pack 57	250.00

**TOTAL AWARDS FOR 1991** **\$13,967.44**

### **TOWN OF BOXFORD SCHOLARSHIP FUND**

Daniel J. Alperin	\$300.00
Keith Andrew Hemeon	\$300.00
Lisa Ann Johnston	\$400.00

# GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND

## GENERAL GUIDELINES:

1. This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:
  - To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have **completed** their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.
  - To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.
  - To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Selectmen may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.
  - To assist and encourage private or public organizations in the Towns of Boxford and Hamilton which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as Selectmen of the Town of Boxford deem necessary.
2. Any organizations requesting funds must specify that the funds will benefit **ONLY** children from Boxford, or Scout Troops from **BOXFORD OR HAMILTON**. Funds may **not be spent on adults** at any time.
3. Applications to the PPCMTF should be in the form of a **letter** to the Board of Selectmen. Requests for funds will be accepted through February 1 of the award year. Selectmen will conduct interviews of all applicants from February 1 through March 31, and will notify all applicants of their award status in late March and April.

Requests received **after February 1** will not be accepted, but will be considered for the next award period, providing the request is not withdrawn before the following year, February 1.
4. Any request which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.
5. All requests for funds, as well as any questions, should be directed to:

PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND  
c/o Executive Secretary  
Town Hall, 28 Middleton Road  
Boxford, MA 01921  
(508) 887-8181

# GUIDELINES FOR INDIVIDUALS

1. The sum of \$5,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:
  - \$1,000.00 scholarships distributed to (5) students
  - Scholarships to be paid to the student’s post-secondary school in four (4) equal installments - at the beginning of each semester over the two year period.
  - Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship one year. At the end of that year, the scholarship reverses back to the scholarship fund.
  - Masconomet scholarships are to be distributed based on need and academic performance.
  - All applicants who are high school seniors at Masconomet, must apply directly to:

MASCONOMET SCHOLARSHIP FUND  
c/o Richard Dussault, Assistant Superintendent  
Masconomet Regional High School  
20 Endicott Road  
Topsfield, MA 01983

2. A small sum of money will be reserved by the Selectmen each year to be distributed to Boxford students graduating from private schools, and Boxford High School graduates entering or currently enrolled in the college, junior college, post graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

All individual students applying to the Selectmen for a scholarship, should submit the following information:

- High School Transcript (if you are in your first or second year of college).
- Current College Transcripts (all years)
- Breakdown of your costs for the school year
- Breakdown of your income toward college costs
- List of activities, which you have been involved with, within the Town of Boxford or at your school.

The Selectmen’s Discretionary Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.

## **GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS**

1. Scout Troops are requested to provide the following information:
  - Leader's name, address and telephone number
  - Number of Scouts in troop
  - Number of non-Boxford resident scouts
  - Specific request for funds; include amount requested, detail of equipment, activity, reason, etc.
  - Date by which funds are needed.
2. Scout Troops are requested to apply individually.
3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.
4. Although the Selectmen would prefer awards for capital or lasting equipment, they also recognize the need for educational trips which are required for badges and advancement. Selectmen will take these concerns into consideration in their review of pertinent applications.

## **PERSONNEL BOARD - ANNUAL REPORT 1991**

Once each year all employees who are part of the Town Matrix system (non contractual) are evaluated by their superior. The present fifteen question form seemed to fit for all but department heads. Therefore, this year a separate form was devised by the Personnel Board for this group. However it is the option of all individuals who are doing the evaluating to use whichever form best fits their employee.

The Town's financial picture has not improved in the past year. Nevertheless, the Personnel Board feels that each Town employee who has received a satisfactory evaluation should be moved to the next step in their grade level. This amounts to a 2.8% raise. We are hopeful this will be acted upon positively at the Annual Meeting in May.

### **Personnel Board**

Julie Phalen, Chairman

Arthur Dischino, Vice Chairman

Charlie Caperonis

Denny Quinn

John Thatcher



## **BOXFORD HOUSING PARTNERSHIP**

### **Annual Report**

1991 saw the culmination of three years working with Douglas Conn, Andrews Farm developer, in the construction of the first affordable homes in Boxford. On April 22 members of the Partnership, Massachusetts Housing Partnership and state officials attended a ground breaking ceremony for the unit, which is also the first home in the state to be built under the Local Initiative Program. On May 9, an informational meeting, attended by 77 interested people, was held to answer questions about the program. The lottery for the 15 affordable units was held on June 4; nineteen applicants in the local preference pool, three in the minority pool, and forty-four in the statewide pool were chosen. To date, two three-bedroom homes have been sold to local residents and two more units are almost ready to be occupied.

On September 25, the Partnership heard a proposal by developers of the 'Woods at Potters Farm' for 136 units of housing on 70 acres of land in the northwest section of Boxford off Washington Street (Route 133). The project was presented by land owners Joseph Falzone and Ronald Labadini; engineer, Thomas Neve; architect Richard Curtis; and Patricia Stone of Boston Capital Properties, consultant/developer. It is proposed to be partially financed through the Farmer's Home Administration Rural Rental Housing 515 Loan Program.

The Partnership, having been involved with state programs, now found itself learning the language of federal programs, including conferring with representatives of the FmHA at their office in Woonsocket, Rhode Island. Executive Secretary Tom Hauenstein was very helpful to the Partnership researching these programs.

As meeting continued through the fall and winter, changes in the original plan evolved. At this writing five "schemes" have been presented, including an idea known as contract zoning in which a warrant article on a specific zoning change would be required to pass at Town Meeting. It is expected that the developers will ask for a Comprehensive Permit for 100 affordable units, consisting of 34 family units and 66 elderly units, totaling 134 bedrooms. Another scheme with fewer affordable units, some market-rate townhouses, and single-family homes, will be proposed at the Annual Town Meeting.

Enid Thuermer, Chairman  
Craig Falk  
Louise Kress  
Audrey Romasco  
Carlyle Thomas

## BOXFORD CABLE TV COMMITTEE

The Boxford Cable TV System enjoyed its first full year of operations in 1991. The results of a long and difficult process were very evident to all of those who participated in the development as well as to the beneficiaries of the service.

With the most minimal of issues and problems (for a new system). Boxford's Cable TV installation is functioning very well from almost any conceivable viewpoint. Technical problems have been minimal and even these have been corrected in relatively short order. Consumer - provider relations have been well within normal expectations and limits. The additional bonus, of the Boxford TV Channel showing a great number of local interest events, had possibly been one of the most underrated benefits - which is now receiving high marks in approval and appreciation while increasing in viewer numbers.

There are several state and federal regulatory issues that are expected to be heatedly debated in the upcoming years. Such topics as rate regulation will be watched very closely and the committee stands ready to participate in this and others of equal importance as the situations develop.

Leonard S. Rose, Chairman  
Joseph Cameron  
Nathaniel Coolidge



The Ceremonial groundbreaking for the Andrews Farm affordable housing development took place on April 22. This is the first Local Initiative Program (L.I.P.) project approved in the Commonwealth.

Shown left to right: Attorney Jeffrey Robbins, Selectman Audrey Romasco, Kevin Smith, Acting Secretary of the Executive Office of Communities and Development, Congressman Nicholas Mavroules, Selectman Robert Conroy, and project developer Douglas Conn.

*(Photo courtesy of the Tri-Town Transcript.)*

# **TOWN CLERK**

**Report of 1991 Annual Town Meeting**

**Report of 1991 Special Town Meetings**

**Record of Births**

**Record of Marriages**

**Record of Deaths**

**Licenses and Permits**

## **ANNUAL TOWN MEETING**

**May 14, 1991**

Voters of the Town of Boxford met at the Masconomet Regional High School Auditorium on Tuesday, May 14, 1991. Moderator DeWitt T. Minich called the meeting to order at 7:33 p.m.

Ruth Bortzfield of the Finance Committee gave an oral report of Boxford's present financial condition including the sources of income from property taxes limited by Proposition 2 1/2, declining aid from the State of Massachusetts and a reduction in local receipts (Excise taxes). Ms. Bortzfield stated the only recourse available is to cut services or increase taxes with overrides. There are ten overrides included on the ballot for voter consideration on election day, Tuesday, May 21, 1991.

The meeting continued at 7:50 p.m. and the articles of the warrant were disposed of as follows.

**ARTICLE 1.** To see if the Town will vote to transfer from available funds a sum of money to pay bills of charge from prior fiscal years; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$2082.00 to pay a bill of charge from previous fiscal years.

NOTE: Bills of Charge require an 80% vote.

The Finance Committee recommended adoption of this article.

**ARTICLE 2.** To hear and act on the reports of the Town Officers and Committees.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to receive and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed.

**ARTICLE 3.** To see if the Town will vote to amend various portions of Article 5 of its bylaws, known as the Personnel Bylaw, by deleting the Classification Plan, of Section 9, "Position Classes: Salary, Wages and Miscellaneous Compensation Schedules" and replacing it with the Classification Plan as submitted by the Personnel Board as printed in this warrant; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend various portions of Article 5 of the General Bylaws of the Town, known as the Personnel Bylaw, by deleting the Classification Plan, of Section 9, "Position Classes: Salary, Wages and Miscellaneous Compensation Schedules" and replacing it with the Classification Plan as submitted by the Personnel Board and as printed in this warrant.

The Finance Committee did not have a position on this article.

**ARTICLE 4.** To act on the proposed budget and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for use of several departments for fiscal year 1992, to wit: General Government, Finance, Public Safety, Education, Town Maintenance and all other necessary proper expenses during said fiscal year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$236,243 for General Government.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$188,363 for Finance.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$837,747 for Public Safety.



Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$2,377,048 for Education.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend the Cemeteries budget by adding \$500.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$470,879 for Town Maintenance.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$40,292 for Inspectors.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the Health and Life Insurance budget by reducing it by \$500 to \$258,500.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$443,600 for Insurance and Pensions.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$4,594,172 for the total Town Budget.

The Finance Committee recommended adoption of this article.

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NOTE: It was anticipated that Articles 5-13 would be offered by the Finance Committee and the Board of Selectmen as “contingent appropriations”. This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of a Proposition 2 1/2 override ballot question. Should the override question fail, the appropriation would be rendered null and void.

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**ARTICLE 5.** To see if the Town will vote to raise and appropriate the sum of \$2,536,962 to fund the fiscal year 1992 Masconomet Regional School District Assessment; or take any other action thereon.

An amendment, duly made and seconded, to change the amount to that listed in the proposed FY92 Budget of \$2,477,364, was defeated by hand count vote, 108 in favor and 324 opposed.

A short recess was called by Moderator Minich to obtain advice from Town Counsel. Donald J. Scutiery, Town Counsel, advised those present that the assessed amount must be approved or disapproved as certified. Moderator Minich called the meeting back to order at 8:41 p.m.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$2,477,364 to partially fund the fiscal year 1992 Masconomet Regional School District assessment, and to raise and appropriate an additional sum of \$59,598 to complete funding of the Fiscal 1992 Masconomet Regional School District assessment contingent upon the subsequent approval of a Proposition 2 1/2 override ballot question in the amount of said \$59,598 thereby approving the District budget.

The Finance Committee recommended adoption of this article

**ARTICLE 6.** To see if the Town will vote to raise and appropriate the sum of \$175,164 to additionally fund the fiscal year 1992 Elementary School budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$175,164 to additionally fund the fiscal year 1992 Elementary School budget, said appropriation is fully contingent upon subsequent approval of a Proposition 2 1/2 override ballot question for \$175,164.

The Finance Committee recommended adoption of this article.



**ARTICLE 7.** To see if the Town will vote to raise and appropriate the sum of \$58,000 to additionally fund the fiscal year 1992 Department of Public Works budget as follows: \$22,000 to the salary line item; \$36,000 to the All Other line item; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$58,000 to additionally fund the fiscal year 1992 Department of Public Works budget as follows: \$22,000 to the salary line item; \$36,000 to the All Other line item; said appropriation is fully contingent upon subsequent approval of a Proposition 2 1/2 override ballot question for \$58,000.

The Finance Committee recommended adoption of this article.

**ARTICLE 8.** To see if the Town will vote to raise and appropriate the sum of \$55,000 to additionally fund the fiscal year 1992 Library budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$55,000 to additionally fund the fiscal year 1992 Library budget; said appropriation is fully contingent upon subsequent approval of a Proposition 2 1/2 override ballot question for \$55,000.

The Finance Committee recommended adoption of this article.

**ARTICLE 9.** To see if the Town will vote to raise and appropriate the sum of \$23,614 to additionally fund the fiscal year 1992 Planning Board/Conservation Commission Office budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$23,614 to additionally fund the fiscal year 1992 Planning Board/Conservation Commission Office budget; said appropriation is fully contingent upon subsequent approval of a Proposition 2 1/2 override ballot question for \$23,614.

The Finance Committee recommended adoption of this article.

**ARTICLE 10.** To see if the Town will vote to raise and appropriate the total sum of \$19,000 for Public Safety as follows: to additionally fund \$17,000 to the Police Department Reserve Overtime account for the fiscal year 1992 budget and to additionally fund \$2,000 for fiscal year 1992 to the Fire Department All Other budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the total sum of \$19,000 for Public Safety as follows: to additionally fund \$17,000 to the Police Department Reserve Overtime account for the fiscal year 1992 budget and to additionally fund \$2,000 for fiscal year 1992 to the Fire Department All Other budget; said appropriation is fully contingent upon subsequent approval of a Proposition 2 1/2 override ballot question for \$19,000.

The Finance Committee recommended adoption of this article.

**ARTICLE 11.** To see if the Town will vote to raise and appropriate the sum of \$13,200 to additionally fund the fiscal year 1992 Recreation Committee budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$13,200 to additionally fund the fiscal year 1992 Recreation Committee budget; said appropriation is fully contingent upon subsequent approval of a Proposition 2 1/2 override ballot question for \$13,200.

The Finance Committee recommended adoption of this article.

**ARTICLE 12.** To see if the Town will vote to raise and appropriate the total sum of \$10,600 for General Government as follows: to additionally fund \$5,000 to the fiscal year 1992 Building Department budget and to additionally fund \$5,600 to the Fiscal Year 1992 Selectmen's Office budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the total sum of \$10,600 for General Government as follows: to additionally fund \$5,000 to the fiscal year 1992 Building Department budget and to additionally fund \$5,600 to the fiscal year 1992 Selectmen's Office budget; said appropriation is fully contingent upon subsequent approval of a Proposition 2 1/2 override ballot question for \$10,600.

The Finance Committee recommended adoption of this article.

**ARTICLE 13.** To see if the Town will vote to raise and appropriate the sum of \$6,000 to additionally fund the fiscal year 1992 Council on Aging budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$6,000 to additionally fund the fiscal year 1992 Council on Aging budget; said appropriation is fully contingent upon subsequent approval of a Proposition 2 1/2 override ballot question of \$6,000.

The Finance Committee recommended adoption of this article.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to adjourn the meeting at 10:38 p.m. to a time certain, Wednesday, May 15, at 7:30 p.m. in the Masconomet Regional High School auditorium.

Registered voters attending the meeting were 474.

**ADJOURNED ANNUAL TOWN MEETING**  
**May 15, 1991**

Moderator DeWitt T. Minich called the second session of the Boxford Annual Town Meeting to order at 7:34 p.m.

Ruth Bortzfield of the Finance Committee gave an oral report indicating the financial health of the Town.

With a quorum being present, the articles of the warrant were disposed of as follows:

**ARTICLE 14.** To see if the Town will vote to appropriate from the Wetlands Protection Act fees collected, the sum of \$2,265.68, to supplement the fiscal year 1992 Conservation Commission operating budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote to appropriate from the Wetlands Protection Act fees collected, the sum of \$3,225.68, to supplement the fiscal year 1992 Conservation Commission operating budget.

The Finance Committee recommended adoption of this article.

**ARTICLE 15.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$50,000 to fund the repair and maintenance of various roads in the Town, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

NOTE: A Stabilization Fund expenditure requires a 2/3 vote.

Upon motion made and duly seconded, to transfer from Article 24 of the May 10, 1988, Annual Town Meeting the sum of \$328; and from Article 16 of the May 9, 1989, Annual Town Meeting the sum of \$1,444.27; and from Federal Revenue Sharing the sum of \$1,303.28; and from the Stabilization Fund the sum of \$46,924.45; to fund the repair and maintenance of various roads in the Town, said funds to be expended under the direction of the Board of Selectmen, it was VOTED, to defeat the article by hand count vote, 89 in favor and 56 opposed.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to reconsider this article.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend the article by changing "the Stabilization Fund" to "Free Cash".

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Article 24 of the May 10, 1988, Annual Town Meeting the sum of \$328; and from Article 16 of the May 9, 1989, Annual Town Meeting the sum of \$1,444.27; and from Federal Revenue Sharing the sum of \$1,303.28; and from Free Cash the sum of \$46,924.45; to fund the repair and maintenance of various roads in the Town, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 16.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$7,600.00 to remove the existing underground fuel storage tank and to purchase additional above ground fuel storage tanks for the Department of Public Works; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$7,600.00 to remove the existing underground fuel storage tank and to purchase additional above ground fuel storage tanks for the Department of Public Works, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.



**ARTICLE 17.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$2,574.00 to remove the existing underground fuel storage tank and replace it with an above ground tank at the West Boxford Fire Station; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash, the sum of \$2,574.00 to remove the existing underground fuel storage tank and replace it with an above ground tank at the West Boxford Fire Station; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 18.** To see if the Town will vote to accept the provisions of Chapter 291 of the Acts of 1990, thereby allowing the Town to receive Enhanced 9-1-1 service as defined in said Act and, if acceptance and notification to the Secretary of the Commonwealth of said acceptance occur on or before December 11, 1991, the Town will also receive, at no cost to it, the benefits of Enhanced 9-1-1 network features and components and any other Enhanced 9-1-1 network features that may be made available by the Statewide Emergency Telecommunications Board; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the provisions of Chapter 291 of the Acts of 1990, thereby allowing the Town to receive Enhanced 9-1-1 service as defined in said Act and, if acceptance and notification to the Secretary of the Commonwealth of said acceptance occur on or before December 11, 1991, the Town will also receive, at no cost to it, the benefits of Enhanced 9-1-1 network features and components and any other Enhanced 9-1-1 network features that may be made available by the Statewide Emergency Telecommunications Board.

The Finance Committee recommended adoption of this article.

At 8:17 p.m., Moderator Minich called a short recess. The meeting was called to order again at 8:18 p.m.

NOTE: Articles 19, 20 and 21 are requests for expenditures from the Stabilization Fund and require a 2/3 vote.

**ARTICLE 19.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$5,000 to purchase a new recording system for the Communications Center; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 163 in favor and 9 opposed, to transfer from the Stabilization Fund, the sum of \$5,000 to purchase a new recording system for the Communications Center; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 20.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$6,575 for the purchase of a semi-automatic defibrillator for the Emergency Medical Technicians of the Fire Department, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from the Stabilization Fund, the sum of \$6,575 for the purchase of a semi-automatic defibrillator for the Emergency Medical Technicians of the Boxford Fire Department, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 21.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$19,803 for the purchase of 2800 feet of large diameter water supply hose and support equipment for the Fire Department, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 67 in favor and 111 opposed, to defeat this article.

The Finance Committee recommended rejection of this article.

Moderator Minich advised those present that he would allow Articles 22 through 28 to be discussed together, but voting on the articles would occur in their order on the warrant.

After lengthy discussion on the articles, the Moderator ordered a five-minute recess at 10:00 p.m. The meeting was recalled to order at 10:05 p.m.

**ARTICLE 22.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to establish a town-wide curbside collection service for solid wastes commencing July 1, 1991, including trash and recyclable materials; said appropriation to be contingent upon the creation of a waste management user fee of a specific amount; said funds to be expended under the direction of the Board of Health; or take any other action thereon.

(Estimate: \$105,000)

**Estimated Fee:** \$66.00/year for participating household OR \$.65 per 30 gallon bag or container - each use (based on 1600 households).

Upon motion made and duly seconded, to raise and appropriate, the sum of \$105,000 to establish a town-wide curbside collection service for solid wastes commencing July 1, 1991, including trash and recyclable materials; said appropriation to be contingent upon the creation of a waste management user fee of a specific amount; said funds to be expended under the direction of the Board of Health, it was VOTED, to defeat the article, by hand count vote, 76 in favor and 113 opposed.

The Finance Committee did not recommended adoption of this article.

**ARTICLE 23.** To see if the Town will vote to raise and appropriate, or transfer from available funds, or authorize the Treasurer, with the approval of the Selectmen, to Bond or borrow from State House Notes, a sum of money to construct, equip, staff, operate and maintain a Transfer Station/Recycling Center at the Sanitary Landfill; said appropriation and/or debt service to be contingent upon the creation of a waste management user fee of a specific amount; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

(Estimate: \$60,000 - First full year operating cost;  
and \$418,000 Ten Year Construction Bond)

**Estimated Fee:** \$82.00/year for participating household OR \$.80 per 30 gallon bag or container - each use (based on 1600 households)

A motion was made and seconded to authorize the Treasurer, with the approval of the Selectmen, to Bond or borrow from State House Notes, the sum of \$418,000 and raise and appropriate \$15,000 to construct, equip, staff, operate and maintain a Transfer/Recycling Center at the Sanitary Landfill; said appropriation and debt service to be contingent upon the creation of a waste management user fee of a specific amount; said funds to be expended under the direction of the Board of Selectmen.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 94 in favor and 83 opposed, to amend the motion on Article 23 to read as follows: "To authorize the



Treasurer, with the approval of the Selectmen, to Bond or borrow from State House Notes, the sum of \$535,900 to construct, equip, staff, operate and maintain a Transfer Station/ Recycling Center at the Sanitary Landfill; said appropriation and debt service to be contingent upon the creation of a waste management user fee of a specific amount; said funds to be expended under the direction of the Board of Selectmen”.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 52 in favor and 102 opposed, to defeat a proposed amendment to add “and raise and appropriate \$15,000” to the amended article.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 116 in favor and 55 opposed, to authorize the Treasurer, with the approval of the Selectmen, to Bond or borrow from State House Notes, the sum of \$535,900 to construct, equip, staff, operate and maintain a Transfer Station/Recycling Center at the Sanitary Landfill; said appropriation and debt service to be contingent upon the creation of a waste management user fee of a specific amount; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 24.** To see if the Town will vote to create an annual waste management user fee of a specific annual amount per participating Boxford household; said fee to be regulated and administered by the Board of Selectmen; or take any other action thereon.

A motion was made and seconded to create an annual waste management user fee of \$60.00 per participating Boxford household; said fee to be regulated and administered by the Board of Selectmen.

A motion was made and seconded to amend the motion by reducing the waste management user fee to \$12.00.

Following discussion and the lateness of the hour, it was VOTED, by unanimous voice vote, to withdraw the motion on Article 24.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to adjourn the meeting at 11:58 p.m. to a time certain, Wednesday, May 22, 1991, at 7:30 p.m., in the Masconomet Regional High School auditorium.

Registered voters attending the meeting were 205.

## **ADJOURNED ANNUAL TOWN MEETING**

### **May 22, 1991**

With a quorum being present, Moderator DeWitt T. Minich called the third session of the Boxford Annual Town Meeting to order at 7:36 p.m.

A question was presented for reconsideration of Articles 22 and 23. Moderator Minich would not entertain a motion. Another question was presented on the procedures for calling a Special Town Meeting. Town Counsel Donald Scutiére responded that the Selectmen may call a Special Town Meeting or a minimum of 200 registered voters may petition for a Special Town Meeting. Robert Conroy of the Board of Selectmen commented that the Selectmen will not voluntarily call a Special Town Meeting; if there are 200 people that want to discuss this, they may petition.

The articles of the warrant were disposed of as follows:

**ARTICLE 24.** To see if the Town will vote to create an annual waste management user fee of a specific annual amount per participating Boxford household; said fee to be regulated and administered by the Board of Selectmen; or take any other action thereon.

A motion was made and duly seconded, to create an annual waste management user fee of \$60.00 per participating Boxford household; said fee to be regulated and administered by the Board of Selectmen.

(Articles 24 and 25 were discussed together. The Finance Committee recommended adoption of either Article 24 or Article 25. Following lengthy discussion, Moderator Minich entertained a motion to move the questions. A 2/3 vote is needed to move the question.)

Upon motion made and duly seconded, it was VOTED, by hand count vote, 173 in favor and 66 opposed, to move the questions.

Upon motion made and duly seconded, it was VOTED, by majority show of hands, to defeat Article 24.

**ARTICLE 25.** To see if the Town will vote to create a waste management user fee of a specific amount per thirty gallon bag or container (each use); said fee to be regulated and administered by the Board of Selectmen; or take any other action thereon.

A motion was made and seconded to create a waste management user fee of \$.55 per thirty gallon bag or container (each use); said fee to be regulated and administered by the Board of Selectmen.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 110 in favor and 145 opposed, to defeat this article.

**ARTICLE 26.** To see if the Town will vote to amend Article 4 of its General Bylaws by including the following new section:

#### Section 5. Department of Solid Waste

4-5-1 A Department of Solid Waste shall be established to be responsible for compliance with the rules and regulations of the State Department of Environmental Protection and the Boxford Board of Health in the operation of the sanitary landfill. The Board of Selectmen shall appoint a Supervisor of Waste Management for such term of office as it deems proper, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over this article.

**ARTICLE 27.** To see if the Town will vote to add the position of Supervisor of Waste Management to the Pay Matrix, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over this article.

**ARTICLE 28.** To see if the Town will vote to amend Article 2 of its General Bylaws to read as follows:

2-4-2 The Board shall maintain a Saturday and Sunday schedule as part of a three day weekly schedule at the sanitary landfill for recycling and trash disposal operations.

And to amend Article 7 of its General Bylaws to read as follows:

7-2-1 The recycling area and transfer station of the Boxford Sanitary Landfill shall be open for Boxford residents only according to the posted hours for the deposit of recyclables and solid refuse. Solid Waste shall exclude all items as stipulated in the Boxford Board of Health Regulations 2-91.

7-2-2 A Department of Solid Waste or the Department of Public Works shall be responsible, in conformity with the rules and regulations of the State Department of Environmental Protection and the Boxford Board of Health Regulations for the daily operation of the sanitary landfill.

7-2-3 The recycling area and trash disposal facilities at the Boxford Sanitary Landfill shall be for the exclusive use of Boxford residents.

7-2-4 Only Commercial Trash Haulers, contracted by the Town or duly licensed by the Board of Health, may use the sanitary landfill to dispose of trash collected from residents of Boxford; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over this article.

**ARTICLE 29.** To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$16,800 to purchase and equip one police cruiser, and to authorize the Board of Selectmen to trade or dispose of the existing vehicle in any manner which they deem advisable, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 207 in favor and 8 opposed, to transfer from the Stabilization Fund, the sum of \$16,800 to purchase and equip one police cruiser, and to authorize the Board of Selectmen to trade or dispose of the existing vehicle in any manner which they deem advisable, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 30.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase a computer and related equipment and supplies, and to fund training for the office of the Treasurer/Tax Collector; said funds to be expended under the direction of the Treasurer/Tax Collector; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote to transfer from Free Cash, the sum of \$15,000 to automate the operations of the office of the Treasurer/Tax Collector; said funds to be expended under the direction of the Treasurer/Tax Collector.

An amendment to reduce the amount to \$5000 was defeated by majority voice vote.

(Estimate: \$15,000)

The Finance Committee recommended adoption of this article.

**ARTICLE 31.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$15,000 to carry out the fourth and fifth years of testing in the five year annual water testing program under the direction of the Board of Health; said funds



to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash, the sum of \$7500.00 to carry out the fourth year of testing in the five year annual water testing program under the direction of the Board of Health; said funds to be expended under the direction of the Board of Health.

The Finance Committee did not recommend adoption of this article.

**ARTICLE 32.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$4,420.10, said sum to represent our member share costs in Merrimack Valley Library Consortium, said funds to be expended under the direction of the Board of Library Trustees; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$4,420.10, said sum to represent our member share costs in Merrimack Valley Library Consortium, said funds to be expended under the direction of the Board of Library Trustees.

The Finance Committee recommended adoption of this article.

**ARTICLE 33.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$7,000 to fund the interior renovations necessary to relocate several offices within the Town Hall; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

(Expenditures from the Stabilization Fund require a 2/3 vote.)

Upon motion made and duly seconded, it was VOTED, by hand count vote, 99 in favor and 80 opposed, to defeat the motion to transfer from the Stabilization Fund, the sum of \$5000 to fund the interior renovations necessary to relocate several offices within the Town Hall.

The Finance Committee recommended adoption of this article.

**ARTICLE 34.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$2,200 for the purpose of supporting a Town of Boxford Fourth of July celebration. This year's celebration has been suggested by the President of the United States to be extra special to honor all Desert Storm and Vietnam war veterans. The monies will be used to provide a marching band, color guard, refreshments for Town people and whatever else would be appropriate; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to defeat this article.

The Finance Committee does not recommend adoption of this article.

**ARTICLE 35.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$12,650 for the support of the Tri-Town Council on Youth and Family Services, Inc.; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$12,650 for the support of the Tri-Town Council on Youth and Family Services, Inc.; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 36.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$750 for the purpose of participation in the Help for Abused



Women and their Children (HAWC) program; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$750, for the purpose of participation in the Help for Abused Women and their Children (HAWC) program; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 37.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$1,346 for the purpose of acquiring a computer to sustain the math enrichment program at Cole School; said funds to be expended under the direction of the Boxford School Committee; or take any other action thereon.

(Expenditures from the Stabilization Fund require a 2/3 vote.)

Upon motion made and duly seconded, it was VOTED, by hand count vote, 110 in favor and 47 opposed, to transfer from the Stabilization Fund the sum of \$1,299, for the purpose of acquiring a computer to sustain the math enrichment program at Cole School; said funds to be expended under the direction of the Boxford School Committee.

The Finance Committee recommended adoption of this article.

**ARTICLE 38.** To see if the Town will vote to join, as a full and participating member, the Essex-Middlesex Sanitary District pursuant to Chapter 223 of the Acts of 1990, as approved by the Massachusetts Legislature on September 5, 1990, on the condition that at least five (5) other towns join the District; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to join, as a full and participating member, the Essex-Middlesex Sanitary District pursuant to Chapter 223 of the Acts of 1990, as approved by the Massachusetts Legislature on September 5, 1990, on the condition that at least five (5) other towns join the District.

The Finance Committee recommended adoption of this article.

**ARTICLE 39.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$2,500, as an equal share for additional consulting services and legal services related to finalizing a means for septage disposal by the Essex-Middlesex Sanitary District member Towns; said funds to be expended under the direction of the Essex-Middlesex Sanitary District, and to be expended only if at least five (5) other Towns of the District also appropriate an equivalent sum; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$2,500, as an equal share for additional consulting services and legal services related to finalizing a means for septage disposal by the Essex-Middlesex Sanitary District member Towns; said funds to be expended under the direction of the Essex-Middlesex Sanitary District, and to be expended only if at least five (5) other Towns of the District also appropriate an equivalent sum.

The Finance Committee recommended adoption of this article.

**ARTICLE 40.** To see if the Town will vote to make the following revisions to the General Bylaws by adding the following sentences:

7-3-2 "Each three month period or fraction thereof of such violation shall be considered a separate offense."

(Explanation: Swimming Pool Fence violation; current fine \$50.00);

8-3-1 "Each one month period or fraction thereof of such violation shall be considered a separate offense."

(Explanation: Unregistered Motor Vehicle violation; current fine \$25.00);

9-1-5A "Each three month period or fraction thereof of such violation shall be considered a separate offense."

(Explanation: Apartment Registration; current fine \$200.00)

10-2-8 "Each one month period or fraction thereof of such violation shall be considered a separate offense."

(Explanation: Display CORRECT House Number; current fine \$50.00)

10-2-9 "Each one month period or fraction thereof of such violation shall be considered a separate offense."

(Explanation: POST House Number; current fine \$50.00);

or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the motion "to make the following revisions to the General Bylaws of the Town by adding the following sentences", by adding the phrase "following notice of such violation" to each section.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the following section to read:

7-3-2 "Each three month period or fraction thereof of such violation shall be considered a separate offense, following notice of such violation."

(Explanation: Swimming Pool Fence violation; current fine \$50.00);

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend the following section to read:

8-3-1 "Each one month period or fraction thereof of such violation shall be considered a separate offense, following notice of such violation."

(Explanation: Unregistered Motor Vehicle violation; current fine \$25.00);

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the following section to read:

9-1-5A "Each three month period or fraction thereof of such violation shall be considered a separate offense, following notice of such violation."

(Explanation: Apartment Registration; current fine \$200.00)

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the following section to read:

10-2-8 "Each one month period or fraction thereof of such violation shall be considered a separate offense, following notice of such violation."

(Explanation: Display CORRECT House Number; current fine \$50.00)

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the following section to read:

10-2-9 "Each one month period or fraction thereof of such violation shall be considered a separate offense, following notice of such violation."

(Explanation: POST House Number; current fine \$50.00);

**ARTICLE 41.** To see if the Town will vote to release to Peter B. Loring and Elizabeth S. Loring, their heirs, successors and assigns all its right, title and interest in and to the rights

reserved in a Deed given by the Boxford Boy Scouts, Inc. dated April 11, 1964 and recorded with the Essex South District Registry of Deeds in Book 5162, Page 598, the reservation in the Deed being expressed as follows: "Reserving a right of access to the Grantor and all citizens of the Town of Boxford by automobile or otherwise, to the remaining land of the Grantor, along the driveway as it now exists; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to release to Peter B. Loring and Elizabeth S. Loring, their heirs, successors and assigns all its right, title and interest in and to the rights reserved in a Deed given by the Boxford Boy Scouts, Inc. dated April 11, 1964 and recorded with the Essex South District Registry of Deeds in Book 5162, Page 598, the reservation in the Deed being expressed as follows: "Reserving a right of access to the Grantor and all citizens of the Town of Boxford by automobile or otherwise, to the remaining land of the Grantor, along the driveway as it now exists.

(NOTE: A 2/3 vote was required for Article 41.)

**ARTICLE 42.** To see if the Town will vote to add the words: "and in the same district" twice to Section VI D 2 of the Zoning Bylaw so that it will then read:

VI D 2. Required off-street parking and loading spaces shall be located on the same lot and in the same district as the building or use they are intended to serve, or, in the case of parking spaces, on other premises in the same district within 200 feet of such lot;

or take any other action thereon.

**Explanation:** This addition is designed to prevent the unintended and unregulated expansion of parking from existing business districts into adjacent residential-agricultural districts.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to add the words: "and in the same district" twice to Section VI D 2 of the Zoning Bylaw so that it will then read:

VI D 2. Required off-street parking and loading spaces shall be located on the same lot and in the same district as the building or use they are intended to serve, or, in the case of parking spaces, on other premises in the same district within 200 feet of such lot.

(Changes to the Zoning Bylaw require a 2/3 vote. Craig Falk gave an oral report of a favorable recommendation by the Planning Board.)

**ARTICLE 43.** To see if the Town will vote to amend Section IV New Construction and New Uses of the Zoning Bylaw by adding the following two paragraphs:

#### Flood Plain District

No new construction or substantial improvement of an existing structure for residential, agricultural, business, manufacturing, industrial or elderly housing use shall be allowed in the designated special flood hazard areas as delineated on the Flood Insurance Rate Map as provided by the Federal Emergency Management Agency dated June 3, 1991 and as may be amended from time to time.

Substantial improvement means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either (a) before the improvement or repairs is started, or (b) if the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition, "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor,



or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure” ; or take any other action thereon.

**Explanation:** This new section is required to bring our Zoning Bylaw into compliance with State and Federal Flood Plain regulations. Without its addition, owners of property in the flood plain would be unable to obtain Flood Insurance.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Section IV New Construction and New Uses of the Zoning Bylaw by adding the following two paragraphs:

Flood Plain District

No new construction or substantial improvement of an existing structure for residential, agricultural, business, manufacturing, industrial or elderly housing use shall be allowed in the designated special flood hazard areas as delineated on the Flood Insurance Rate Map as provided by the Federal Emergency Management Agency dated June 3, 1991 and as may be amended from time to time.

Substantial improvement means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either (a) before the improvement or repairs is started, or (b) if the structure has been damaged and is being restored, before the damage occurred. For the purposes of this definition, “substantial improvement” is considered to occur when the first alteration of any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure”.

(Changes to the Zoning Bylaw require a 2/3 vote. Craig Falk gave an oral report of a favorable recommendation by the Planning Board.)

**ARTICLE 44.** To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 101, Section 33, and to empower the Board of Selectmen to issue temporary licenses subject to appropriate conditions for a fee not to exceed \$10.00 (which may be waived) for one day public events sponsored by non-profit or municipal organizations to include Street Fairs, Carnivals, Horse Shows, Parades, Marathons or other street races, or other large public gatherings for which advance arrangements for traffic control or public safety are deemed necessary; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to accept the provisions of Massachusetts General Laws, Chapter 101, Section 33, and to empower the Board of Selectmen to issue temporary licenses subject to appropriate conditions for a fee not to exceed \$10.00 (which may be waived) for one day public events sponsored by non-profit or Town organizations to include Street Fairs, Carnivals, Horse Shows, Parades, Marathons or other street races, or other large public gatherings for which advance arrangements for traffic control or public safety are deemed necessary.

**ARTICLE 45.** To see if the Town will vote to authorize the Boxford School Committee to enter into a contract for a term of five years for the provision of busing students to and from school, pursuant to M.G.L., Chapter 30B; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the Boxford School Committee to enter into a contract for a term of five years for the provision of busing students to and from school, pursuant to M.G.L., Chapter 30B.

The Finance Committee recommended adoption of this article.

**ARTICLE 46.** To see if the Town will vote to authorize the Boxford School Committee to enter into an agreement with private individuals or organizations to lease surplus space



within the Harry Lee Cole and/or Spofford Pond Elementary Schools, pursuant to Chapter 706 of the acts of 1989; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the Boxford School Committee to enter into an agreement with private individuals or organizations to lease surplus space within the Harry Lee Cole and/or Spofford Pond Elementary Schools, pursuant to Chapter 706 of the acts of 1989.

The Finance Committee recommended adoption of this article.

**ARTICLE 47.** To see if the Town will vote to confirm the boundary lines between the Second Congregational Church of Boxford and the Boxford Historic Document Center, as shown on a Plan of Land in Boxford, MA, prepared for the Second Congregational Church of Boxford, dated February 3, 1991, prepared by Donohoe and Parkhurst, Inc., a copy of which is on file with the Town Clerk and is available for public inspection as follows:

Beginning at an iron rod set at the southwest corner of land of George L. and Margery S. Hildebrand which point is labeled A on the plan hereinafter referred to; thence

S83° 44'36"W a distance of thirty two and 07/100 (32.07) feet to an iron rod set; thence

S11° 45'29"W a distance of thirty five and 74/100 (35.74) feet to an iron rod set; thence

by a curve to the left having the following elements:

a radius of twenty and 00/100 (20.00) feet; an arc length of twenty five and 57/100 (25.57) feet; a central angle of 73° 15'14", and a chord described as S24° 22'48"E, twenty three and 86/100 (23.86) feet to an iron rod set; thence

S54° 01'26"E a distance of seventy three and 21/100 (73.21) feet to an iron rod set on the westerly line of Main Street which point is labeled B on said plan; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to confirm the boundary lines between the Second Congregational Church of Boxford and the Boxford Historic Document Center, as shown on a Plan of Land in Boxford, MA, prepared for the Second Congregational Church of Boxford, dated February 3, 1991, Prepared by Donohoe and Parkhurst, Inc., a copy of which is on file with the Town Clerk and is available for public inspection as follows:

Beginning at an iron rod set at the southwest corner of land of George L. and Margery S. Hildebrand which point is labeled A on the plan hereinafter referred to; thence

S83° 44'36"W a distance of thirty two and 07/100 (32.07) feet to an iron rod set; thence

S11° 45'29"W a distance of thirty five and 74/100 (35.74) feet to an iron rod set; thence

by a curve to the left having the following elements:

a radius of twenty and 00/100 (20.00) feet; an arc length of twenty five and 57/100 (25.57) feet; a central angle of 73° 15'14", and a chord described as S24° 22'48"E, twenty three and 86/100 (23.86) feet to an iron rod set; thence

S54° 01'26"E a distance of seventy three and 21/100 (73.21) feet to an iron rod set on the westerly line of Main Street which point is labeled B on said plan.

**ARTICLE 48.** To see if the Town will vote to raise and appropriate a sum of money to the Finance Committee Reserve Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$100,000 to the Finance Committee Reserve Fund.

The Finance Committee recommended adoption of this article.

**ARTICLE 49.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to the Town Unemployment Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$44,000 to the Town Unemployment Fund.

The Finance Committee recommended adoption of this article.

**ARTICLE 50.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to the Town Insurance Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$20,000 to the Town Insurance Fund.

The Finance Committee recommended adoption of this article.

**ARTICLE 51.** To transact any other business that may legally come before said meeting.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to dissolve this Annual Town Meeting at 10:34 p.m.

Registered voters attending the meeting were 253. Counters and checkers for the meeting were appointed by Town Clerk Frank H. Weatherby.

A true record.

ATTEST:

Frank H. Weatherby  
Town Clerk

TRANSFERS  
(Free Cash)

Article 1	\$ 2,082.00
Article 15	46,924.45
Article 16	7,600.00
Article 17	2,574.00
Article 30	15,000.00
Article 31	7,500.00
Article 32	4,420.10
Article 35	12,650.00
Article 36	750.00
Article 39	2,500.00
Article 48	100,000.00
Article 49	44,000.00
Article 50	20,000.00

(Subtotal \$ 266,000.55)

(Stabilization Fund)

Article 19	\$ 5,000.00
Article 20	6,575.00
Article 29	16,800.00
Article 37	1,299.00

(Subtotal \$ 29,674.00)

(Old Warrant Articles)

Article 15 \$ 1,772.27

(Subtotal-\$1,772.27)

(Federal Revenue Sharing)

Article 15 \$ 1,303.28

(Subtotal -\$1,303.28)

TOTAL TO BE TRANSFERRED \$ 298,750.10

RAISE AND APPROPRIATE

Article 4 \$4,594,172.00

Article 5 2,477,364.00

59,598.00

Article 6 175,164.00

Article 7 58,000.00

Article 8 55,000.00

Article 9 23,614.00

Article 10 19,000.00

Article 11 13,200.00

Article 12 10,600.00

Article 13 6,000.00

TOTAL TO BE RAISED

AND APPROPRIATED \$7,491,712.00

APPROPRIATIONS

Article 14 \$ 3,225.68

TOTAL TO BE APPROPRIATED \$ 3,225.68

BORROWED

Article 23 \$ 535,900.00

TOTAL TO BE BORROWED \$ 535,900.00

**TOWN OF BOXFORD - TOWN MEETING  
APPROVED FY 1992 BUDGET**

	<b>Actual FY90 SPEND</b>	<b>Actual FY91 BUDGET</b>	<b>Proposed FY92 BUDGET</b>
<b>1 GENERAL GOVERNMENT</b>			
Selectmen	77,196	81,627	72,029
Town Clerk	21,919	24,680	25,880
Town Counsel	29,757	30,000	20,000
Planning Board	3,355	3,771	950
Planning/Cons. Com. Office	22,557	20,349	1,745
Board of Appeals	1,125	2,141	1,634
Recreation Committee	17,361	13,740	1,740
Council on Aging	23,487	31,030	25,687
Conservation Commission	2,092	2,446	1,975
Board of Health	79,537	106,490	90,453
Personnel Board	905	740	150
Ground Water Study Committee	0	50	0
<b>GENERAL GOVERNMENT - TOTAL</b>	<b>279,291</b>	<b>317,064</b>	<b>242,243</b>
<b>2 FINANCE</b>			
Accountant	71,706	71,065	72,333
Assessors	41,612	43,063	39,668
Finance Committee	0	140	140
Treasurer/Tax Collector	54,713	56,404	66,222
Interest on Loans	0	0	10,000
<b>FINANCE - TOTAL</b>	<b>168,031</b>	<b>170,672</b>	<b>188,363</b>
<b>3 PUBLIC SAFETY</b>			
Police - Salary	378,738	389,893	409,043
Police - All Other	64,650	68,100	48,890
Police - Reserves/overtime	55,665	89,250	83,679
(Police - Subtotal)	499,053	547,243	541,612
Fire	93,705	92,539	91,122
Communication - Salary	106,398	125,230	134,746
Communications - All Other	22,124	23,861	22,487
(Comm. - Subtotal)	128,522	149,091	157,233
Animal Control Officer	7,899	8,289	10,458
Parking Clerk	34	150	150
Ambulance Service	54,005	55,489	56,172
<b>PUBLIC SAFETY - TOTAL</b>	<b>783,218</b>	<b>852,801</b>	<b>856,747</b>



#### 4 EDUCATION

Library	131,732	140,178	143,373
Elementary Schools	2,106,842	2,257,536	2,257,536
North Shore Vocational	29,663	29,635	31,139
<b>EDUCATION - TOTAL</b>	<b>2,268,237</b>	<b>2,427,349</b>	<b>2,432,048</b>

#### 5 TOWN MAINTENANCE

DPW - Salary	173,812	178,640	155,120
DPW - Materials	96,046	113,980	83,717
DPW - All Other	127,522	104,940	84,155
(DPW - Subtotal)	397,380	397,560	322,992
Building Maintenance	29,794	28,844	25,920
Cemeteries	1,360	1,550	500
Moth Suppression	0	0	0
Landfill Operations	125,478	87,998	89,050
Gas and Oil	0	0	32,417
<b>TOWN MAINTENANCE - TOTAL</b>	<b>554,012</b>	<b>515,952</b>	<b>470,879</b>

#### 6 INSPECTORS

Animal	1,940	2,015	2,059
Building	36,038	39,359	37,983
Sealer of Weights and Measures	250	250	250
<b>INSPECTORS - TOTAL</b>	<b>38,228</b>	<b>41,624</b>	<b>40,292</b>

#### 7 INSURANCE AND PENSIONS

Health and Life Insurance	187,236	238,500	258,500
General Insurance	156,661	170,765	185,000
Veterans Benefits	5,897	100	100
Retirement Pension	0	0	0
<b>INSURANCE AND PENSION - TOTAL</b>	<b>349,794</b>	<b>409,365</b>	<b>443,600</b>

<b>TOTAL TOWN BUDGET</b>	<b>4,440,811</b>	<b>4,734,827</b>	<b>4,674,172</b>
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<b>MASCONOMET ASSESSMENT (OVERRIDE APPROVED)</b>	<b>2,238,828</b>	<b>2,397,636</b>	<b>2,536,962</b>
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<b>TOTAL TOWN BUDGET WITH MASCONOMET</b>	<b>6,679,639</b>	<b>7,132,463</b>	<b>7,211,134</b>
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**TOWN OF BOXFORD, MASSACHUSETTS  
ANNUAL TOWN ELECTION RESULTS  
May 21, 1991**

<b>SELECTMAN, for Three Years</b>			
Audrey W. Romasco	PCT 1 740	PCT 2 642	TOTAL 1382
Blanks	370	321	691
All Other	25	17	42
<b>SELECTMAN, for Two Years</b>			
Richard W. Ulman	559	552	1111
Robert A. Was	458	330	788
Blanks	116	98	214
All Other	2		2
<b>MODERATOR, for One Year</b>			
Dewitt T. Minich	873	748	1621
Blanks	258	232	490
All Other	4		4
<b>ASSESSOR, for Three Years</b>			
Virgil W. Sanchez, Jr.	741	625	1366
Blanks	392	354	746
All Other	2	1	3
<b>TREASURER/TAX COLLECTOR, for Three Years</b>			
Alan J. Benson	664	636	1300
Judith A. Stickney	404	307	711
Blanks	66	37	103
All Other	1		1
<b>SCHOOL COMMITTEE , for Three Years</b>			
Mary (Holly) Langer	583	439	1022
Anna Barbieri	330	389	719
William F. Quigley, Jr.	553	408	941
Nancy S. Taylor	294	328	622
Blanks	528	396	924
All Other	2		2
<b>REGIONAL DISTRICT SCHOOL COMMITTEE, for Three Years</b>			
Barbara (Bobbi) McKenna	803	680	1483
Blanks	330	298	628
All Other	2	2	4
<b>BOARD OF HEALTH, for Three Years</b>			
Nancy A. Pearl	720	639	1359
Lorraine E. Ott	561	488	1049
Blanks	988	833	1821
All Other	1		1
<b>PLANNING BOARD, for Five Years</b>			
Craig E. Falk	761	652	1413
Robert P. Nordstrom	739	623	1362
Blanks	766	683	1449
All Other	4	2	6

**TRUSTEES OF THE BOXFORD LIBRARIES, for Three Years**

	PCT 1	PCT 2	TOTAL
Enid E. Thuermer	760	652	1412
Nancy C. Woolford	711	602	1313
Judith Littlefield	720	647	1367
Blanks	1213	1039	2252
All Other	1		1

**CONSTABLE - EAST PARISH, for One Year**

Harold O. Sederquest	672	615	1287
Jon R. Latorella	208	175	383
Blanks	254	190	444
All Other	1		1

**CONSTABLE - WEST PARISH, for One Year**

David J. White	724	681	1405
Blanks	410	296	706
All Other	1	3	4

**QUESTION 1**

Shall the Town of Boxford be allowed to assess an additional \$59,598 in real estate and personal property taxes for the purpose of partially funding the Town's assessment for the Masconomet Regional School District for the fiscal year beginning July first, nineteen hundred and ninety one?

	PCT 1	PCT 2	Total
Yes	600	451	1051
No	518	522	1040
Blanks	17	7	24

**QUESTION 2**

Shall the Town of Boxford be allowed to assess an additional \$175,164 in real estate and personal property taxes for the purpose of partially funding the Boxford Elementary School budget for the fiscal year beginning July first, nineteen hundred and ninety one?

	PCT 1	PCT 2	Total
Yes	581	444	1025
No	536	527	1063
Blanks	18	9	27

**QUESTION 3**

Shall the Town of Boxford be allowed to assess an additional \$58,000 in real estate and personal property taxes for the purpose of partially funding the Department of Public Works budget for the fiscal year beginning July first, nineteen hundred and ninety one?

	PCT 1	PCT 2	Total
Yes	489	362	851
No	617	606	1223
Blanks	29	12	41

**QUESTION 4**

Shall the Town of Boxford be allowed to assess an additional \$55,000 in real estate and personal property taxes for the purpose of partially funding the Library budget for the fiscal year beginning July first, nineteen hundred and ninety one?

	PCT 1	PCT 2	Total
Yes	656	538	1194
No	463	434	897
Blanks	16	8	24

**QUESTION 5**

Shall the Town of Boxford be allowed to assess an additional \$23,614 in real estate and personal property taxes for the purpose of partially funding the Planning Board/Conservation Commission office budget for the fiscal year beginning July first, nineteen hundred and ninety one?

	PCT 1	PCT 2	Total
Yes	463	382	845
No	643	585	1228
Blanks	29	13	42

**QUESTION 6**

Shall the Town of Boxford be allowed to assess an additional \$19,000 in real estate and personal property taxes for the purpose of partially funding the Police Department budget (\$17,000) and the Fire Department budget (\$2,000) for the fiscal year beginning July first, nineteen hundred and ninety one?

	PCT 1	PCT 2	Total
Yes	619	486	1105
No	496	486	982
Blanks	20	8	28

**QUESTION 7**

Shall the Town of Boxford be allowed to assess an additional \$13,200 in real estate and personal property taxes for the purpose of partially funding the Recreation Committee budget for the fiscal year beginning July first, nineteen hundred and ninety one?

	PCT 1	PCT 2	Total
Yes	389	300	689
No	709	665	1374
Blanks	37	15	52

**QUESTION 8**

Shall the Town of Boxford be allowed to assess an additional \$10,600 in real estate and personal property taxes for the purpose of partially funding the Building Department budget (\$5000) and the Selectmen's Office budget (\$5,600) for the fiscal year beginning July first, nineteen hundred and ninety one?

	PCT 1	PCT 2	Total
Yes	358	261	619
No	742	704	1446
Blanks	35	15	50

**QUESTION 9**

Shall the Town of Boxford be allowed to assess an additional \$6,000 in real estate and personal property taxes for the purpose of partially funding the Council on Aging budget for the fiscal year beginning July first, nineteen hundred and ninety one?

	PCT 1	PCT 2	Total
Yes	572	489	1061
No	544	478	1022
Blanks	19	13	32



## **BOXFORD SPECIAL TOWN MEETING JUNE 18, 1991**

The voters of the Town of Boxford met at Masconomet Regional High School Auditorium on Tuesday, June 18, 1991. Moderator DeWitt T. Minich called the meeting to order at 7:35 p.m. With a quorum being present, the articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to rescind Article 23 of the May 1991 Annual Town Meeting, viz: To authorize the Treasurer, with the approval of the Selectmen, to Bond or borrow from State House Notes, the sum of \$535,900 to reconstruct, equip, staff, operate and maintain a Transfer/Recycling Center at the Sanitary Landfill; said appropriation and/or debt service to be contingent upon the creation of a waste management user fee of a specific amount; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 365 in favor and 140 opposed, to rescind Article 23 of the May 1991 Annual Town Meeting, viz: To authorize the Treasurer, with the approval of the Selectmen, to Bond or borrow from State House Notes, the sum of \$535,900 to reconstruct, equip, staff, operate and maintain a Transfer/Recycling Center at the Sanitary Landfill; said appropriation and/or debt service to be contingent upon the creation of a waste management user fee of a specific amount; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee did not recommend adoption of this article.

**ARTICLE 2.** To see if the Town will vote to raise and appropriate, or transfer from available funds, or fund by a curbside solid waste collection fee, the sum of \$105,000 to establish a town-wide curbside collection service for solid wastes including trash and recyclables commencing on or about July 1991, said funds to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from the Fiscal Year 1992 Landfill Operations Budget the sum of \$47,000 and to raise and appropriate the sum of \$58,000 to establish a town-wide curbside collection service for solid wastes including trash and recyclables commencing on or about July 1991, said appropriation to be contingent upon the creation of a waste management user fee of a specific amount, said funds to be expended under the direction of the Board of Health.

**ARTICLE 3.** To see if the Town will transfer \$60,000 from the FY92 Landfill Operating Budget of the Boxford Department of Public Works, and create an annual curbside solid waste collection fee of \$0.30 per 30 gallon bag or container (each use) to fund the town-wide curbside collection service for solid waste; said fee to be administered by the Board of Selectmen and to be approved on an annual basis at Annual Town Meeting, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to create an annual curbside solid waste collection fee of \$0.35 per 32 gallon bag or container (each use) to fund the town-wide curbside collection service for solid waste; said fee to be administered by the Board of Selectmen and to be approved on an annual basis at Annual Town Meeting.

The Finance Committee recommended adoption of this article.

**ARTICLE 4.** To see if the Town will vote to amend Article 2 of the General Bylaws of the Town to read as follows:

2-4-2 The Board shall maintain a Saturday schedule at the sanitary landfill for recycling operations.

And to amend Article 7 of its General Bylaws to read as follows:

7-2-1 The recycling area of the Boxford Sanitary Landfill shall be open for Boxford residents only, according to posted hours, for the deposit of recyclables as defined by the State Department of Environmental Protection and the Boxford Board of Health rules and regulations.

7-2-2 The Department of Public Works shall be responsible, in conformity with the rules and regulations of the State Department of Environmental Protection and the Boxford Board of Health, for the daily operation of the sanitary landfill.

7-2-3 The recycling area at the Boxford Sanitary Landfill shall be for the exclusive use of Boxford residents,

7-2-4 Only Commercial Trash Haulers, contracted by the Town may use the Boxford Sanitary Landfill to dispose of trash collected from residents of Boxford; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend Article 2 of the General Bylaws of the Town to read as follows:

2-4-2 The Board shall maintain a Saturday schedule at the sanitary landfill for recycling operations.

And to amend Article 7 of its General Bylaws to read as follows:

7-2-1 The recycling area of the Boxford Sanitary Landfill shall be open for Boxford residents only, according to posted hours, for the deposit of recyclables as defined by the State Department of Environmental Protection and the Boxford Board of Health rules and regulations.

7-2-2 The Department of Public Works shall be responsible, in conformity with the rules and regulations of the State Department of Environmental Protection and the Boxford Board of Health, for the daily operation of the sanitary landfill.

7-2-3 The recycling area at the Boxford Sanitary Landfill shall be for the exclusive use of Boxford residents.

7-2-4 Only Commercial Trash Haulers, contracted by the Town may use the Boxford Sanitary Landfill to dispose of trash collected from residents of Boxford.

**ARTICLE 5.** To see if the Town will vote to create a waste management user fee of a specific amount per thirty gallon bag or container (each use) for the purpose of funding a transfer station/Recycling Center at the Sanitary Landfill; said fee to be regulated and administered by the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over this article.

**ARTICLE 6.** To see if the Town will vote to add the position of Supervisor of Waste Management to the Pay Matrix, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over this article.

**ARTICLE 7.** To see if the Town will vote to amend Article 2 of its General Bylaws to read as follows:

2-4-2 The Board shall maintain a Saturday and Sunday schedule as part of a three day weekly schedule at the sanitary landfill for recycling and trash disposal operations.

And to amend Article 7 of its General Bylaws to read as follows:

7-2-1 The recycling area and transfer station of the Boxford Sanitary Landfill shall be open for Boxford residents only according to posted hours for the deposit of recyclables and solid refuse. Solid Waste shall exclude all items as stipulated in the Boxford Board of Health Regulations 2-91.

7-2-2 The Department of Public Works shall be responsible, in conformity with the rules and regulations of the State Department of Environmental Protection and the Boxford Board of Health regulations for the daily operations of the sanitary landfill.

7-2-3 The recycling area and trash disposal facilities at the Boxford Sanitary Landfill shall be for the exclusive use of Boxford residents.

7-2-4 Only Commercial Trash Haulers, contracted by the Town or duly licensed by the Board of Health, may use the Sanitary Landfill to dispose of trash collected from residents of Boxford; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over this article.

**ARTICLE 8.** To transact any other business that may legally come before said meeting.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to dissolve this Special Town Meeting at 9:27 p.m.

Registered voters attending this meeting were 538. Counters and checkers for the meeting were appointed by Town Clerk Frank H. Weatherby.

A true record.

ATTEST: Frank H. Weatherby  
Town Clerk

TRANSFERS	
Article 2	\$ 47,000.00 (Landfill Operations Budget)
Total to be Transferred	\$ 47,000.00
RAISE AND APPROPRIATE	
Article 2	\$ 58,000.00
Total to be Raised and Appropriated	\$ 58,000.00

**SPECIAL TOWN MEETING  
AUGUST 27, 1991**

Voters of the Town of Boxford met at the Harry Lee Cole Elementary School Auditorium on Tuesday, August 27, 1991. Moderator DeWitt T. Minich called the meeting to order at 7:37 p.m.

The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to reject the provisions of Sections 228-231 of Chapter 138 of the Acts of 1991; or take any other action thereon.

Upon motion made and duly seconded, it was **VOTED**, by unanimous voice vote to reject the provisions of Sections 228-231 of Chapter 138 of the Acts of 1991.

**ARTICLE 2.** To transact any other business that may legally come before said meeting.

Upon motion made and duly seconded, it was **VOTED**, by unanimous voice vote to dissolve the Special Town Meeting at 7:43 p.m.

Registered voters attending the meeting were 52. Counters and checkers for the meeting were appointed by Town Clerk Frank H. Weatherby.

A true record.

**ATTEST:**

Frank H. Weatherby  
Town Clerk



**Don't forget to  
license Rover every  
April 1!**



## TOWN CLERK BIRTHS AS RECORDED IN 1991

November 23, 1990	Bridget Logue Harriss	Peter W. Harriss Jacqueline A. Harriss
December 22, 1990	Rachel Leigh Coleman	Special Robert E. Coleman Anita D. Coleman
December 16, 1990	Conor Stewart Cliffe	John P. Cliffe Sandra S. Cliffe
December 24, 1990	Stephen Clark Cahill	Michael C. Cahill Virginia K. Cahill
December 21, 1990	Brian Andrew Rohr	Kenneth R. Rohr Frances J. Rohr
October 9, 1990	Elisabeth Luise Lechner	John A. Lechner Mary F. Higgins
December 5, 1990	Kimberly Elizabeth Petrillo	Mark J. Petrillo Susan J. Petrillo
November 6, 1990	Jason Anthony Matses	Charles A. Matses Linda J. Matses
February 1, 1990	Lindsey Michele Andon	Anthony M. Andon Diane C. Andon
January 11, 1991	Samantha Serra	Michael S. Serra Melinda A. Serra
February 3, 1991	Warren Matthew McCarthy	Charles W. McCarthy Susan M. McCarthy
January 31, 1991	Peter Anthony Colangelo	Richard L. Colangelo Kathleen J. Colangelo
January 22, 1991	Andrew James Reifel	Harry C. Reifel, Jr. Cynthia J. Reifel
January 3, 1991	Jamie Ann Strazzero	Paul P. Strazzero Lauria L. Strazzero
February 20, 1991	Melanie Marie Jessel	Martin J. Jessel Barbara G. Jessel
December 3, 1990	Michael George Koniaries	John W. Koniaries Susan G. Koniaries
March 4, 1991	Abigail Leigh Clark	Peter G. Clark Martha L. Clark

December 29, 1990	Victoria Marie Ternullo	Ronald J. Ternullo Terese M. Ternullo
January 2, 1991	Lee Healey Evans	Jonathan C. Evans Sandy L. Evans
March 21, 1991	Marleah Rose Celletti-Nessenbaum	Gerald L. Nissenbaum Madeline M. Celletti
March 6, 1991	Anthony Watts Dibenedetto	Nicholas J. Dibenedetto Dana Dibenedetto
February 22, 1991	Kevin Thomas Crotty	Thomas L. Crotty, Jr. Maria F. Crotty
February 15, 1991	Stephen Michael Sylvia	Clyde W. Sylvia Jan R. Sylvia
April 10, 1991	Timothy Lawrence Martin	Herbert T. Martin Dianne M. Martin
March 17, 1991	Brett Francis Clinton	Paul E. Clinton Nancy J.L. Clinton
April 17, 1991	Robert Bradford Grant	Robert P. Grant Barbara J. Grant
March 26, 1991	Max Duncan Sivak	Joseph A. Sivak Linda S. Sivak
January 18, 1991	Nicolas Charles Monetta	Victor E. Monetta Janet E. Monetta
April 30, 1991	Cara Alexandra Connors	Kevin J. Connors Cynthia A. Connors
May 12, 1991	Joshua Aaron Stavis	Norman A. Stavis Robyn B. Stavis
May 18, 1991	Samantha Lee Davis	David G. Davis Frances L. Davis
April 15, 1991	Melanie Augusta Digregorio	Joseph F.M. Digregorio Laura D.A. Digregorio
April 23, 1991	Brittany Mae Fraser	Andrew M. Fraser Suzanne P. Fraser
April 23, 1991	Heather Mackenzie Fraser	Andrew M. Fraser Suzanne P. Fraser
April 3, 1991	Linsay Anna Elaine Laderoute	Charles D. Laderoute Linda D. Laderoute

May 25, 1991	Jason Matthew Jensen	Peter F. Jensen Deborah R. Jensen
June 20, 1991	Kristopher John Bucyk	Larry E. Bucyk Karen A. Bucyk
June 5, 1991	Kayla Devin Provienzano	Michael J. Provenzano, III Donna C. Dupuis
June 16, 1991	Lydia Dorothy Frangos	Paul A. Frangos Elise M. Frangos
July 9, 1991	Maura Donahue Brazel	Michael P. Brazel Mary E. Brazel
July 12, 1991	Hannah Wells Koenig	Robert W. Koenig Karen A. Hartel
July 7, 1991	Eric Nicholas Dusel	Thomas M. Dusel Diana M. Dusel
July 3, 1991	Justin Stuart Rice	Jeffrey S. Rice Ellen G. Rice
September 4, 1991	Hannah Chandler De Vos	Arlen C. De Vos Stephanie De Vos
May 27, 1991	Miles Cameron Adrian	Alexander M. Adrian Nancy J. Adrian
August 20, 1991	Matthew Roy Dion	Gregory R. Dion Andrea M. Dion
September 23, 1991	Kaleigh Alexandra Ross	Robert E. Ross, Jr. Sandra B. Ross
July 1, 1991	Brianna Rose Pray	John E. Pray, Jr. Cheryl R. Pray
August 30, 1991	Melissa Anne Bray	Sumner P. Bray III Cynthia J. Bray
August 30, 1991	Jessica Lynne Bray	Sumner P. Bray III Cynthia J. Bray
August 27, 1991	Ryan Patrick Madden	Michael P. Madden Wendy C. Madden
October 18, 1991	Evan James Wienczak	Christopher J. Wienczak Joan E. Wienczak
October 4, 1991	Hanna Christine Juergens	Michael S. Juergens Christine L. Juergens

November 1, 1991	Christopher Komei Hakusui	Shigeaki Hakusui Gail B. Fons
November 26, 1991	Luca Wiliam Eimert	Steven D. Eimert Janice M. Duffy
December 18, 1991	Nicholas Francis Simonetti	Francis J. Simonetti Maria C. Simonetti
November 13, 1991	Ashley Amanda Emmons	Howard J. Emmons Sheila M. Emmons
November 14, 1991	Elizabeth Ruth Hickey	James P. Hickey Karen B. Hickey
December 15, 1991	Matthew Ross Dahl	James E. Dahl Susan B. Dahl
October 11, 1991	Michael James Lapointe	James J. Lapointe Sandra J. Lapointe
October 11, 1991	Matthew Steven Lapointe	James J. Lapointe Sandra J. Lapointe
October 11, 1991	Michelle Ann Lapointe	James J. Lapointe Sandra J. Lapointe
December 19, 1991	Molly Elizabeth Grant	Paul C. Grant Patricia L. Grant
December 7, 1991	Lauren Elizabeth Fitzgerald	Daniel B. Fitzgerald Mary A. Fitzgerald
October 20, 1991	Andrew Carroll Allyn	John W. Allyn, Jr. Pauline E. Allyn
October 20, 1991	Brain Simpson Allyn	John W. Allyn, Jr. Pauline E. Allyn
December 23, 1991	Max Jacob Frisch	Mark S. Frisch Rhonda M. Frisch



## TOWN CLERK MARRIAGES AS RECORDED IN 1991

January 5, 1991	Joseph L. Vaillancourt Amy C. Ford	North Andover
February 2, 1991	Henry E. Clay III Maria G. Neves	Peabody
May 18, 1991	Corey Chase Preman Suzanne Angela Konarski	Whitman
July 20, 1991	Jacob Samuel Vartabedian Erika Jean Davis	Dedham
August 4, 1991	William Joseph Ryan, Jr. Stacey Elizabeth Henderson	Topsfield
August 18, 1991	Paul Richard Abare Joan Ann Barbarino	Gloucester
August 24, 1991	John Wesley Carr Marjorie V. Kittredge	Chatham
August 24, 1991	Matthew Craig Nutter Stephanie Morgan Wakefield	Boxford
August 31, 1991	Michael Patrick McCarthy Holly Elizabeth Mueller	Boxford
September 7, 1991	Scott Andrew Warren Kimberly Ann Stickney	Boxford
September 7, 1991	Thomas G. Avenia Elizabeth D. Bowden	Boxford
September 7, 1991	Glen Franklin Keene Dianne B. Keljikian	Watertown
September 20, 1991	John Joseph Pesaturo Andrea Perkins	Boxford
September 21, 1991	David Gordon Roberts, III Lynda Gayle Roche	Boxford
October 13, 1991	Stephen John Becht Charlene Marie McLaughlin	Georgetown
November 2, 1991	Kenneth Joseph Biermann Laura Jean Harding	Westfield
December 27, 1991	Bruce Allen Klinger Julie Anne Cushing	Bradford

# **TOWN CLERK** **DEATHS AS RECORDED IN 1991**

January 4, 1991	Alice H. Lambertsen	64
January 17, 1991	Alfred Leo Caron	72
February 1, 1991	Isabelle M. O'Connor	87
February 18, 1991	Robert Glen Young	78
March 16, 1991	Robert Edward Cleary	63
May 4, 1991	Jennifer L. Tinney	21
May 19, 1991	Saverino W. Cappotto	65
May 19, 1991	Alfred Elliott Bissell	54
June 20, 1991	Benjiman Miller	55
June 24, 1991	Earle Ellis Earnest	85
July 22, 1991	Alma Aiesi	76
June 24, 1991	Kevin Brady O'Connor	17
July 17, 1991	James Michael Fauci	71
September 5, 1991	Andrew R. Nelson	51
October 9, 1991	Jasmine E. Collins	2
October 15, 1991	Cecile O. Jarvie	88
October 10, 1991	Louise E. Auger	83
October 26, 1991	Bessie May Curtis	78
December 25, 1991	Gayl Barbara Doherty	49
December 14, 1991	Cecilia Fassett Elliot	81

## DOG LICENSES - 1991

237	Neutered Males	@	5.00 -	\$1,185.00
127	Males	@	10.00 -	1,270.00
40	Females	@	10.00 -	400.00
370	Spayed Females	@	5.00 -	1,850.00
1	Kennel	@	35.00 -	35.00
6	Kennel	@	75.00 -	450.00
9	Kennel	@	100.00 -	900.00
				<hr/>
TOTAL				\$6,090.00
Fees, Town Clerk				592.50
				<hr/>
Remitted				5,497.50
				<hr/>
Late Fees collected and remitted to General Fund				1,020.00
				<hr/>
TOTAL REMITTED				\$6,517.50

This report includes licenses and late fees collected for 1990 and 1991.

## TOWN CLERK FISH AND GAME LICENSES - 1991

58	Resident Citizen Fishing	@	12.50 -	\$ 725.00
3	Resident Citizen Minor Fishing	@	6.50 -	19.50
5	Resident Citizen Fishing Age 65-69	@	6.25 -	31.25
1	Resident Citizen Fishing Paraplegic Blind, Mentally Retarded, Over 70		Free	Free
1	Resident Alien Fishing	@	14.50 -	14.50
3	Non-Res. Citizen/Alien Fishing	@	17.50 -	52.50
1	Non-Res. Citizen/Alien 7-Day Fishing	@	11.50 -	11.50
11	Resident Citizen Hunting	@	12.50 -	137.50
1	Non-Res. Citizen/Alien Hunting (Big Game)	@	48.50 -	48.50
18	Resident Citizen Sporting	@	19.50 -	351.00
1	Resident Citizen Sporting Age 65-69	@	9.75 -	9.75
6	Resident Citizen Sporting Over 70 (Including Trapping)		Free	Free
1	Duplicate Sporting	@	2.00 -	2.00
3	Archery/Primitive Firearms Stamps	@	5.10 -	15.30
16	Mass. Waterfowl Stamps	@	5.00 -	80.00
98	Wildlands Conservation Stamp - Resident	@	5.00 -	490.00
4	Wildlands Conservation Stamp - Non-Res.	@	5.00 -	20.00
				<hr/>
231	TOTAL			\$2,008.30
	Fees Town Clerk			55.30
				<hr/>
	Remitted			\$1,953.00

# **FINANCE**

## **Combined Financial Statements And Additional Financial Information**

**Accountant**

**Board of Assessors**

**Finance Committee**

**Tax Collector/Treasurer**



**TOWN OF BOXFORD  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 1991**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	ACCOUNT GROUPS	COMBINED TOTAL
	General Fund	Special Revenue Fund	Capital Projects Fund	Trust and Agency Funds	Long-Term Debt Group of Accounts	(Memoran- dum Only)
ASSETS						
Cash and cash equivalents	\$1,018,182	\$176,546	\$247,787	\$537,932		\$1,980,447
Receivables:						
Real Estate & Personal Property Taxes	439,012					439,012
Motor Vehicle Excise Taxes	84,576					84,576
Tax Liens	91,668					91,668
Other Receivables	10,906					10,906
Total Receivables	\$626,162					\$626,162
Amount to be Provided for Payment of Long Term Debt					\$7,030,000	\$7,030,000
TOTAL ASSETS	\$1,644,344	\$176,546	\$247,787	\$537,932	\$7,030,000	\$9,636,609

# LIABILITIES AND FUND EQUITY

## Liabilities:

Warrants Payable	\$208,009			\$208,009
Accrued Payroll Withholdings	61,898			61,898
Other Liabilities		23,595		23,595
Reserve for Abateements & Exemptions	267,710			267,710
Deferred Revenue	206,526			206,526
Bonds Payable			7,030,000	7,030,000
Total Liabilities	\$744,143	\$23,595	\$7,030,000	\$7,797,738

## Fund Equity:

Reserved for Expenditures	299,447			299,447
Reserved for Encumbrances	49,556			49,556
Reserved for Capital Projects		247,787		247,787
Reserved for Endowments		105,334		105,334
Unreserved:				
Designated for Special Purposes		409,003		585,549
Undesignated	551,198			551,198
Total Fund Equity	\$900,201	\$247,787	\$514,337	\$1,838,871

## TOTAL LIABILITIES AND FUND EQUITY

	\$1,644,344	\$176,546	\$247,787	\$537,932	\$7,030,000	\$9,636,609
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See accompanying notes to Financial Statements.

**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS**  
**YEAR ENDED JUNE 30, 1991**

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES	COMBINED TOTAL
	General Fund	Special Revenue Fund	Capital Project Fund	Trust Funds	(Memoran- dum Only)
REVENUES:					
Taxes	7,498,096				7,498,096
Charges for Services	9,322	135,830			145,152
Licenses and Permits	120,799				120,799
Intergovernmental	807,918	158,700			966,618
Fines and Forfeits	60,810				60,810
Miscellaneous	113,011			79,044	192,055
TOTAL REVENUES	8,609,956	294,530		79,044	8,983,530
EXPENDITURES					
General government	433,940	508			434,448
Public Safety	904,989	2,639			907,628
Education	4,692,176	164,959	2,081,497	13,967	6,952,599
Public Works	738,742	69,697			808,439
Human services	149,997	1,688			151,685
Culture and recreation	165,008	8,493		14,491	187,992
Debt service	1,199,891				1,199,891
State and county assessments	232,700				232,700
Insurance	386,418				386,418
Miscellaneous	97,151			14,598	111,749
TOTAL EXPENDITURES	9,001,012	247,984	2,081,497	43,056	11,373,549

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	( 391,056)	46,546	(2,081,497)	35,988	(2,390,019)
OTHER FINANCING SOURCES (Uses):					
Operating transfers in	30,977	703		124,820	156,500
Operating transfers out	(4,788,580)	(1,303)		(140,128)	(4,894,011)
Proceeds from short-term and long-term debt	4,400,000				4,400,000
TOTAL OTHER FINANCING SOURCES (Uses)	( 357,603)	(600)		20,692	( 337,511)
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	( 748,659)	45,946	(2,081,497)	56,680	(2,727,530)
FUND BALANCES, JULY 1, 1990	1,648,860	130,600	2,329,284	457,657	4,566,401
FUND BALANCES, JUNE 30, 1991	900,201	176,546	247,787	514,337	1,838,871

See accompanying notes to Financial Statements.



**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**ALL SPECIAL REVENUE FUNDS**  
**YEAR ENDED JUNE 30, 1991**

	Federal and State Grants			Wetlands	School Revolving	Total
	Education	Highway	Other			
REVENUES:						
Charges for Services						
Intergovernmental	36,277	96,531	9,003	2,397	133,433	135,830
TOTAL REVENUES	36,277	96,531	9,003	2,397	150,322	294,530
EXPENDITURES:						
General Government			508			508
Public Safety			2,639			2,639
Education	35,435				129,524	164,959
Public Works		69,697				69,697
Human Services			1,688			1,688
Culture and recreation			8,493			8,493
TOTAL EXPENDITURES	35,435	69,697	13,328		129,524	247,984

EXCESS (DEFICIENCY) OF REVENUES  
OVER EXPENDITURES

842 26,834 (4,325) 2,397 20,798 46,546

OTHER FINANCING SOURCES (Uses):

Operating transfers in  
Operating transfers out

41 662 703  
(1,303) (1,303)

TOTAL OTHER FINANCING SOURCES (Uses)

(1,262) 662 (600)

EXCESS (DEFICIT) OF REVENUES AND  
OTHER SOURCES OVER (UNDER)  
EXPENDITURES AND OTHER USES

842 26,834 (5,587) 3,059 20,798 45,946

FUND BALANCES, JULY 1, 1990

105 117,392 12,719 5,841 (5,457) 130,600

FUND BALANCES, JUNE 30, 1991

947 144,226 7,132 8,900 15,341 176,546

See accompanying notes to financial statements.

**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**EXPENDABLE TRUST FUNDS**  
**YEAR ENDED JUNE 30, 1991**

	Unemployment Fund	Restricted Funds	Trust Funds	Stabilization Fund	Conservation Fund	Insurance Fund	Total
REVENUES:							
Contributions & Donations			49,711				49,711
Investment Income			7,667		1,099		27,278
Miscellaneous Income				18,512		2,055	2,055
<b>TOTAL REVENUES</b>			<b>57,378</b>	<b>18,512</b>	<b>1,099</b>	<b>2,055</b>	<b>79,044</b>
EXPENDITURES:							
Education			13,967				13,967
Culture and recreation			14,491				14,491
Miscellaneous			500			14,098	14,598
<b>TOTAL EXPENDITURES</b>			<b>28,958</b>			<b>14,098</b>	<b>43,056</b>
EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES			28,420	18,512	1,099	(12,043)	35,988
OTHER FINANCING SOURCES							
Operating transfers in	44,000	1,433	1,968				77,419
Operating transfers out			30,454	(29,674)			124,820
<b>TOTAL OTHER FINANCING SOURCE</b>	<b>44,000</b>	<b>1,433</b>	<b>(28,486)</b>	<b>(29,674)</b>		<b>33,419</b>	<b>20,692</b>

EXCESS (DEFICIT) OF REVENUES AND  
OTHER SOURCES OVER (UNDER)  
EXPENDITURES AND OTHER USES

FUND BALANCES, JULY 1, 1990

FUND BALANCES, JUNE 30, 1991

44,000	1,433	(66)	(11,162)	1,099	21,376	56,680
		105,400	246,400	100,539	5,318	457,657
44,000	1,433	105,334	235,238	101,638	26,694	514,337

See accompanying notes to financial statements.



**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**CAPITAL PROJECTS FUND**  
**YEAR ENDED JUNE 30, 1991**

	Cole School	Spofford Pond School	Landfill	Total
REVENUES:				
Bond proceeds				
EXPENDITURES				
Construction	97,092	1,984,405		2,081,497
EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES				
OTHER FINANCING SOURCES	97,092	1,984,405		2,081,497
Operating transfers in				
Operating transfers out				
TOTAL OTHER FINANCING SOURCES				
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	( 97,092)	(1,984,405)		(2,081,497)
FUND BALANCES JULY 1, 1990	124,580	2,146,155	58,549	2,329,284
FUND BALANCES JUNE 30, 1991	27,488	161,750	58,549	247,787

See accompanying notes to financial statements.

**TOWN OF BOXFORD  
LONG TERM DEBT GROUP OF ACCOUNTS  
BONDS PAYABLE  
AS OF JUNE 30, 1991**

	Outstanding 6/30/90	Additions	Retirements	Outstanding 6/30/91	Interest Paid
LANDFILL-IMPROVEMENTS Fiscal year 1988 & 1989	135,000		65,000	70,000	6,956
BUILDING IMPROVEMENTS - TOWN Old Town Hall Renovations	45,000		45,000	—	1,631
BUILDING IMPROVEMENTS - SCHOOL Spofford Pond School - Roof	29,000		29,000	—	870
Spofford Pond School - Building	2,100,000		—	2,100,000	99,034
ColeSchool - Building:					
Bond Issue I	3,715,000		415,000	3,300,000	216,625
* Bond Issue II	1,755,000		195,000	1,560,000	125,775
TOTAL BONDS PAYABLE	7,779,000		749,000	7,030,000	450,891

\* Includes \$300,000.00 applicable to the Spofford Pond School - Building.

See accompanying notes to financial statements.

**TOWN OF BOXFORD**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 1991**

**1. Summary of significant accounting policies**

The accompanying financial statements have been prepared in conformity with the accounting practices prescribed by the Uniform Municipal Accounting System (Uniform System) promulgated by the Commonwealth of Massachusetts Department of Revenue for 1986. The significant accounting practices required by the Uniform System and followed by the Town of Boxford are presented below. Accounting requirements of the Uniform System vary in some respects from generally accepted accounting principles. A summary of the significant differences is presented in Notes following.

**2. Fund accounting**

Financial transactions of the Town are recorded in the following funds and accounts:

**General Fund** - An accounting for all transactions not properly accounted for in other prescribed funds and accounts.

**Special Revenue Fund** - An accounting for revenues legally restricted for specific current operating expenditures, which include the following:

- Wetlands
- Federal & State Grants
- Education
- Highway
- Other
- Revolving Funds

**Capital Projects Fund** - An accounting for transactions related to receipts and disbursements of funds used for the acquisition, construction or improvements of major capital facilities.

**Trust Funds** - An accounting for trust funds received by the Town and investment funds of the Town. In most cases, restrictions have been placed on the use of these by the grantors.

**Long-term Debt Group of Accounts** - An accounting for unmatured long-term general obligation bonds.

**3. Revenue Recognition**

Real estate and personal property tax revenues are recorded on a modified accrual basis. All other revenues for all funds are recorded as revenues when received in cash. Accounts receivable balances related to other revenues are offset by a reserve until collected.

#### **4. Expenditures, encumbrances and appropriation balances**

Expenditures are recorded on a cash basis. Special articles, principally capital projects and other non-recurring appropriations, voted at Town Meeting are reserved as expenditures from fund balances. These appropriations do not lapse at year-end and continue until expended or closed to unreserved fund balance.

#### **5. Generally accepted accounting principles**

The significant differences between the accounting practices applied in preparing the accompanying financial statements (see Note 1) and generally accepted accounting principles (GAAP) are set forth below. It is not practical to quantify the effects of the differences on the accompanying financial statements.

#### **6. Fund accounting**

GAAP requires the segregation and reporting of all financial transaction in eight types of funds and two groups of accounts. Financial transactions for the following types of activities are accounted for by the Town on a basis which differs from GAAP:

Payments of principal and interest on long-term debt issues are presently recorded in the General Fund. GAAP requires that such payments be accounted for in Debt Service Funds.

Costs of services to the general public where all or most of the costs are collected in the form of user charges are recorded in the General Fund. GAAP requires that such transactions be accounted for in Enterprise Funds.

In addition, GAAP requires that a General Fixed Asset Group of Accounts be maintained to provide historical cost information for property, buildings and equipment. Such information is not required, but is suggested by the Uniform System.

#### **7. Expense recognition**

Pursuant to provisions of the Massachusetts General Laws, the Town recognizes as an expenditure its share of unemployment compensation costs on a pay-as-you-go basis. GAAP requires that such costs be accounted for on an accrual basis as benefits are earned by employees.

GAAP requires that expense accruals be made to reflect the liability which exists for vacation and sick time which has been earned by employees but not taken. No such accrual has been made as the amount is not estimable at this time.



**TOWN OF BOXFORD**  
**DETAILED STATEMENT OF REVENUES - GENERAL FUND**  
**YEAR ENDED JUNE 30, 1991**

**TAXES:**

Personal Property	78,917	
Real Estate	6,772,538	
Liens	55,597	
Motor Vehicle	558,101	
Penalties & Interest	<u>32,943</u>	7,498,096

**CHARGES FOR SERVICES**

Police	648	
Town Clerk	545	
Planning Board	2,630	
Board of Appeals	1,185	
Library Copier	3,631	
Other	<u>683</u>	9,322

**LICENSES & PERMITS:**

Alcoholic Beverages License	500	
Dog License	7,669	
Fire Department Inspections	2,515	
Building Permits	43,013	
Electrical Permits	8,119	
Gas & Plumbing Permits	7,395	
Towing Permit	1,254	
Landfill Permits	35,903	
Board of Health Permits	13,645	
Other	<u>786</u>	120,799

**STATE:**

Abatements to Veterans	9,147	
Abatements to Blind	350	
Abatements to Elderly	3,873	
School Aid, Chapter 70	83,153	
Additional Assistance	256,436	
Pupil Transportation	50,831	
School Construction	248,914	
Lottery	154,783	
Other	<u>431</u>	807,918

**OTHER GOVERNMENT:**

Court Fines	59,295	
Parking Fines	1,415	
False Alarm Fines	<u>100</u>	60,810

**MISCELLANEOUS**

Earnings on Investments	105,910	
Other	<u>7,101</u>	113,011

**GRAND TOTAL**

8,609,956

**TOWN OF BOXFORD**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL — GENERAL FUND**  
**YEAR ENDED JUNE 30, 1991**

	<b>GENERAL FUND</b>	
	<b>Budget</b>	<b>Actual</b>
<b>Revenues:</b>		
Property taxes and special assessments	7079,759	6,923,907
State Aid - Cherry Sheet	783,208	791,094
Local Receipts	838,000	859,753
State Aid - Other	—	35,202
<b>Total Revenues</b>	<b>8,700,967</b>	<b>8,609,956</b>
<b>Expenditures:</b>		
General government	430,909	362,460
Public safety	907,632	874,310
Education	4,691,248	4,690,797
Public works	530,005	476,139
Human services	155,549	142,298
Culture and recreation	154,018	152,008
Debt service	1,199,891	1,199,891
State and County assessments	237,238	232,700
Insurance	422,575	386,418
Miscellaneous	97,381	97,161
<b>Total expenditures</b>	<b>8,826,446</b>	<b>8,614,182</b>

**TOWN OF BOXFORD  
WARRANT ARTICLES  
FISCAL YEAR 1991**

Warrant articles are appropriated at Town meetings and represent nonrecurring projects and expenditures which are in addition to the annual operating budget. Warrant article balances do not lapse at year-end, and may be carried over indefinitely. The warrant article expenditures detail for Fiscal Year 1991 are as follows:

Art.#	Date Appropriated	Description	Amount
15	5/12/87	ATM Street Signs	300.10
01	6/9/87	STM Landfill Operation	4,163.94
11	5/10/88	ATM Purchase Computer - Building Department	203.99
13	5/10/88	ATM Purchase Computer - Police	1,000.00
18	5/10/88	ATM Purchase Eleven Radios - Police	189.83
19	5/10/88	ATM Purchase Bullet Proof Vests - Police (20)	718.92
10	3/7/89	STM Purchase Photocopy Machine	315.35
05	5/9/89	ATM Road Maintenance	820.27
07	5/9/89	ATM Purchase Chipper	18.84
08	5/9/89	ATM Purchase Equipment - Police	513.50
17	5/9/89	ATM Purchase Air Conditioners (3)	795.00
22	5/9/89	ATM Site Development - Cole Field	1,379.50
28	5/9/89	ATM Waste Oil Collection Facility	829.07
06	5/8/90	ATM Road Maintenance	150,000.00
07	5/8/90	ATM Purchase Bulldozer	107,300.00
08	5/8/90	ATM Establish Recycling Facility	16,614.79
09	5/8/90	ATM Hazardous Waste Disposal	6,074.92
10	5/8/90	ATM Purchase "Jaws of Life"	4,896.00
11	5/8/90	ATM Gasoline Storage Facility	41,000.00
12	5/8/90	ATM Base - Station Communications	5,870.38
13	5/8/90	ATM Purchase Cruiser - Police	15,000.00
15	5/8/90	ATM Building Improvements - Library	13,000.00
19	5/8/90	ATM Tri Town Council	12,650.00
20	5/8/90	ATM Help For Abused Women	750.00
03	10/2/90	STM Recycling Dues	150.00
08	10/2/90	STM Purchase Six Pagers	2,286.00
<b>TOTAL</b>			<b>386,840.40</b>

## BOARD OF ASSESSORS

The major aspect of this year in the assessors' office has been turmoil. It began with the resignation of all three elected assessors in June and the appointment of three new assessors in July and August. In October one of the three new members had to resign for personal reasons, leaving the two present members of the board. Both members attended Course 101, Assessment Administration: Law, Procedures, Valuation as well as the Classification Training Workshop. The assessors are now qualified to classify property and are certified as Assessors by the Commonwealth. Through it all we believe the assessors office has run smoothly, thanks largely to the dedication and knowledge of the office staff.

Among the activities of the assessors has been the ongoing review of all new construction, additions and renovations of property in the town. We have also processed some 40 requests for abatements of the 1992 taxes. In addition we have been studying different ways to reorganize and improve the operation of the assessors office in light of the fiscal realities facing us.

The tax rate for 1992 was set at \$10.78, up \$.03 from fiscal 1991. Attached is the recapitulation sheet supporting the calculations.

Kenneth P. Kretsch  
Robert A. Was



**THE COMMONWEALTH OF MASSACHUSETTS**  
**Department of Revenue**  
**TAX RATE RECAPITULATION**  
**OF**  
**TOWN OF BOXFORD**

**FISCAL 1992**

**1. TAX RATE SUMMARY**

A. Total Amount to be Raised (from IIE)	\$9,319,907.02
B. Total Estimated Receipts and Other Revenue Sources (from IIIE)	2,167,282.78
C. Tax Levy (IA minus IB)	\$7,152,624.24
D. Distribution of Tax Rates and Levies (x) Classified ( ) Unclassified	

(a) Class	(b) Levy Percentage (from LA-5)	(c) IC above times Each percent in col (b)	(d) Valuation by Class (from LA-5)	(e) Tax Rates (c) ÷ (d) x 1000	(f) Levy by Class (d) x (e) ÷ 1000
Residential	96.6423	6,912,460.58	641,230,024	10.78	6,912,459.66
Open Space	.8105	57,972.02	5,377,873	10.78	57,973.47
Commercial	1.3103	93,720.84	8,693,797	10.78	93,719.13
Industrial	0	0	0	0	0
<b>SUBTOTAL</b>			655,301,694		7,064,152.26
Personal	1.2369	88,470.81	8,207,048	10.78	88,471.98
<b>TOTAL</b>	100%		\$663,508,742		\$7,152,624.24

**Must Equal IC**

Kenneth P. Kretsch  
Susan E. Hubbard  
Robert A. Was

## II. AMOUNT TO BE RAISED

A. APPROPRIATIONS (col. (b) through col. (e) from Schedule B, page 4)		\$ 7,618,109.78
B. OTHER AMOUNTS TO BE RAISED		
1. Amounts certified for tax title purposes	\$ 4,500.00	
2. Debt and interest charges not included in Schedule B	\$1,225,541.25	
3. Final court judgements	\$ 0	
4. Total overlay deficits of prior years	\$ 0	
5. Total cherry sheet offsets (see cherry sheet 1-ER)	\$ 12,263.00	
6. Revenue deficits	\$ 0	
7. Offset receipts deficits Ch. 44, Sec. 53E	\$ 0	
8. Essex County Retirement	\$ 206,311.00	
9. Veterans Service District	\$ 5,963.66	
TOTAL B (Total lines 1 through 9)		\$ 1,454,578.91
C. STATE AND COUNTY CHERRY SHEET CHARGES (C.S. 1-EC cols. 1 and 2)		\$ 89,081.00
D. ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS (OVERLAY)		\$ 158,137.33
E. TOTAL AMOUNT TO BE RAISED (Total IIA through IID)		<u>\$ 9,319,907.02</u>

## III. ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES

A. ESTIMATED RECEIPTS — STATE		
1. Cherry Sheet Estimated Receipts (C.S. 1-ER Total)	\$1,056,307.00	
2. Cherry Sheet Overestimates (C.S. 1-EC Part E col. 3)	\$ 0	
TOTAL A (Total Lines 1 and 2)		\$ 1,056,307.00
B. ESTIMATED RECEIPTS — LOCAL		
1. Local Receipts Not Allocated (Page 3, col. (b), Line 26)	\$ 762,000.00	
2. Offset Receipts (See Schedule A-1)	\$ 0	
3. Enterprise Funds (See Schedule A-2)	\$ 0	
TOTAL B (Total Lines 1 through 3)		\$ 762,000.00
C. REVENUE SOURCES APPROPRIATED FOR PARTICULAR PURPOSES		
1. Free Cash (Page 4, col. (c))	\$ 266,000.55	
2. Other Available Funds (Page 4, col. (d))	\$ 82,975.23	
TOTAL C (Total Lines 1 and 2)		\$ 348,975.78
D. OTHER REVENUE SOURCES APPROPRIATED SPECIFICALLY TO REDUCE THE TAX RATE		
1. Free Cash	\$ 0	
2. Municipal Light Source	\$ 0	
3. Other Source	\$ 0	
TOTAL D (Total Lines 1 through 3)		\$ 0
E. TOTAL ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES (Total IIIA through IIID)		<u><u>\$ 2,167,282.78</u></u>

**IV. SUMMARY OF TOTAL AMOUNT TO BE RAISED AND TOTAL RECEIPTS FROM ALL SOURCES**

A.	TOTAL AMOUNT TO BE RAISED (from IIE)	\$ 9,319,907.02
B.	TOTAL ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES (from IIIE)	\$2,167,282.78
C.	TOTAL REAL AND PERSONAL PROPERTY TAX LEVY (from IC)	\$7,152,624.24
D.	TOTAL RECEIPTS FROM ALL SOURCES (TOTAL IVB plus IVC)	\$ 9,319,907.02
		<hr/> <hr/> (IVA MUST EQUAL IVD)

SCHEDULE A. LOCAL RECEIPTS NOT ALLOCATED\*

	(a) Actual Receipts Fiscal—1991	(b) Estimated** Receipts Fiscal—1992	
1. Motor Vehicle Excise	\$ 529,784.00	\$ 465,000.00	
2. Other Excise	0	0	
3. Penalties and Interest on Taxes and Excises	32,943.00	33,000.00	
4. Payment in Lieu of Taxes	0	0	
5. Charges for Services — Water	0	0	
6. Charges for Services — Sewer	0	0	
7. Charges for Service — Hospital	0	0	
8. Charges for Services — Trash Disposal	35,903.00	58,000.00	(1)*
9. Other Charges for Services	0	0	
10. Fees	0	0	
11. Rentals	0	0	
12. Departmental Revenue — Schools	0	0	
13. Departmental Revenue — Libraries	3,631.00	4,000.00	
14. Departmental Revenue — Cemeteries	0	0	
15. Departmental Revenue — Recreation	0	0	
16. Other Departmental Revenue	5,716.00	6,000.00	
17. Licenses and Permits (Excluding Landfill)	84,896.00	85,000.00	
18. Special Assessments	0	0	
19. Fines and Forfeits	60,810.00	61,000.00	
20. Investment Income	105,910.00	50,000.00	
21. Miscellaneous	160.00	0	
22.	0	0	
23.	0	0	
24.	0	0	
25.	0	0	
26. TOTALS	\$ 859,753.00	\$ 762,000.00	

I hereby certify that the actual receipts from the preceding fiscal year as shown in column (a) are, to the best of my knowledge and belief, true, correct and complete, and I further certify that I have examined the entries made on page 4 of the fiscal 1992 tax rate recapitulation form by the City or Town Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

August 29, 1991

W.P. O'Brien  
Accountant/Auditor

Tel. No. (508) 887-8181

\* Receipts voted by the City/Town Council or Town Meeting as offsets to the appropriation of a specific department listed on Schedule A-1 or fund on Schedule A-2 filed with and approved by the Director of Accounts must not be included in columns (a) or (b).

\*\* If any estimate in column (b) is greater than the actual line item in column (a), factual support for the ncrease should be submitted in writing for approval of the Commissioner of Revenue.



SCHEDULE B. CERTIFICATION OF APPROPRIATIONS AND SOURCE OF FUNDING

APPROPRIATIONS

SOURCES OF FUNDING

City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations Of Each Meeting	(b) ** From Raise and Appropriate (Tax Levy)	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts and/or Enterprise Funds See A-1 See A-2	(f) Memo Only Borrowing Authorization
5/14/91	92	\$ 7,513,109.78	\$ 7,211,134.00	\$ 266,000.55	\$ 29,674.00*	Stabilization Fund	
					3,225.68*	Wetlands Fund	
					1,303.28*	Federal Revenue Sharing	
					1,772.27*	Old Warrant Articles	
6/1/91	92	105,000.00	58,000.00		47,000.00*	FY92 Transfer	
Totals		\$ 7,618,109.78	\$ 7,269,134.00	\$ 266,000.55	\$ 82,975.23		
		Must Equal Cols. (b) thru (e)					

\* Enter in this column the fiscal year to which the appropriation relates, i.e., fiscal year 1991 or fiscal year 1992.

\*\* Appropriations included in column (b) must not be reduced by local receipts (Schedule A) or any other funding source. Appropriations must be entered in Gross in order to avoid a duplication in the use of estimated or other sources of receipts.

I hereby certify that the foregoing appropriations and the provisions for meeting the same are as voted and correctly reflect the use of offset receipts and enterprise funds.

## BOXFORD FINANCE COMMITTEE ANNUAL REPORT

Once again this year, the Town of Boxford did not have sufficient revenues under the constraints of Proposition 2½ to offset the expenditures necessary to provide the current level of basic services. Adhering to our longstanding policy of funding the operating budget with "income" as opposed to "savings", the Finance Committee was forced to make deep and painful cuts in order to present a balanced FY92 operating budget'

Recognizing the severe reduction in services that these cuts would surely represent, the Finance Committee recommended to town voters a series of contingent budgets reinstating some of the cuts. The additional money approved in the so-called "contingent budgets" required approval at the ballot in the form of Proposition 2½ overrides. Voters approved \$139,598 additional assessments for the Masconomet School Committee, the Library, the Police Department, the Fire Department, and the Council on Aging budgets. Voters rejected \$362,234 in additional assessments for the Elementary Schools, the Recreation Committee, the Department of Public Works, the Planning Board/ Conservation Commission Office, the Building Department, and the Selectmen's Office budgets.

Both of the Elementary School renovation projects have been completed and the town is presently receiving the promised 70% state reimbursement. However, this revenue must be used to pay off the bonds for the project and cannot be applied to the Elementary School's operating budget.

For the first time in the history of Boxford, voters at town meeting approved a curbside collection service for trash and recyclables. The anticipated benefits include increased recycling and increased control and compacting of materials entering the landfill resulting in lengthening our expected use of the landfill and postponing the need for fees to dispose of our trash out of town.

The financial offices of the town are becoming increasingly more automated and efficient. The treasurer's and accountant's books are now reconciled. Our funds are disbursed over five banking institutions as opposed to two. The Finance Committee commends the Town Accountant, the Treasurer/Tax Collector, and the Board of Assessors for their leadership and foresight in planning for the future financial operations of the town.

For several years, Boxford has had insufficient reserves to cover expenditures while awaiting expected tax revenues - in short, a cash flow problem. It has become necessary to periodically borrow money in anticipation of tax receipts. Projections for fiscal 1993 indicate a potential \$25,000 - \$30,000 interest cost associated with such debt. The Finance Committee recommends changing the town property tax billing procedure from semi-annual to quarterly tax billing to avoid this increasing interest liability.

The financial problems of Boxford have not dissipated. The Finance Committee is continually faced with the impossible task of preserving the financial integrity of the town while presenting a balanced budget that meets the needs of its citizens. We are grateful for the continued involvement and support of all town officials and employees in this task,

The Committee was saddened by the resignation of Kenneth Littlefield, a devoted and dependable member of Fincom as well as many other town boards over a period of twenty-five plus years. We welcome new member, Linda Wilcox and are appreciative of her fresh insights.

Respectfully submitted by,  
Ruth N. Bortzfield, Chairman  
Peter Race, Vice Chairman  
Barclay Beahm  
William Carney  
Linda Wilcox  
Winston Rose  
Manuel DeSouza

**TREASURER - COLLECTOR OF TAXES  
REPORT OF CASH, INTEREST INCOME, AND DEBT  
FISCAL YEAR ENDING JUNE 30, 1991**

Cash Balances in the custody of the Treasurer  
as of June 30, 1991 were as follows:

General Fund Cash:	\$1,301,487	
Trust & Restricted Funds:	456,873	
Total	<u>                    </u>	<u><u>\$1,758,360</u></u>

Income on investments earned during the  
year ended June 30, 1991 were as follows:

General Fund Cash	\$105,910	
Trust, Gift & Restricted Funds	28,059	
Total	<u>                    </u>	<u><u>\$133,969</u></u>

Outstanding Debts as at June 30, 1991 was as follows:

Loan Purpose	Rate	Principal Due
Sanitary Landfill	6.75%	75,000.00
Cole School Renovations	*	4,560,000.00
Spofford Pond School Renovations	**	2,400,000.00
Total		<u><u>\$ 7,035,000.00</u></u>

\* Rate Varies Over Term From 6.00% to 6.35%.

\*\* Rate Varies Over Term From 6.00% to 8.75%

The schedule of Trust, Gift and Restricted Funds reflecting receipts and expenditures for the Fiscal Year Ending June 30, 1991 is submitted as part of this report.

Respectfully submitted by,  
Alan J. Benson  
Treasurer/Collector of Taxes

**TOWN OF BOXFORD**  
**REPORT OF TRUSTS AND RESTRICTED FUNDS**  
**FISCAL YEAR ENDED JUNE 30, 1991**

Fund	Balance 7-1-90		Receipts	Payments	Allocated Interest	Balance 6-30-91
	\$	6				\$
1. Town Farm Fund					0	
2. Post-War Re-Hab Fund	1,164				94	1,258
3. Sarah Perley Fund	9,302				747	10,049
4. Curtis-Killiam Burial Fund	1,935				155	2,091
5. East Parish Library Fund	1,978			1618	29	389
6. West Parish Library Fund	143				11	155
7. Emma S. Cote Library Fund	2,140			318	146	1,968
8. Boxford Visiting Nurse Fund	13,183				1,059	14,242
9. Town School Fund	10,768				865	11,633
10. Mary Stacy Holmes Library Fund	3,397			2,918	38	517
11. Perley, Parkhurst, Cole Fund	8,970		13,967	13,967	721	9,691
12. Conservation Fund	100,539				1,099	101,638
13. Stabilization Fund	246,400			29,674	18,512	235,239
14. Narcotics Fund	168				14	182
15. Barker Trust Fund	4,942		3,000	1,300	534	7,176
16. Memorial Gifts to Library Fund	348		1,193	853	55	743
17. Milton Lord Memorial Book Fund	1,284				103	1,388
18. Tri-Centennial Fund	4,604				370	4,974
19. Tri-Centennial Memorial Park Fund	1,101				89	1,190
20. Library Equipment Donation Fund	104				8	112
21. Stevens Fund	265				21	286
22. Arts Lottery Fund	2,716		1,090	3,625	15	196
23. Boxford Meadows Development Deposit	11,031				886	11,917
24. Memorial Hill Development Deposit	9,926				798	10,724
25. Suicide Prevention	83				7	89
26. Bi-Centennial U.S. Constitution	1,661				133	1,794

27. Scholarship Fund	232	1,583		146	1,961
28. Underground Tank Study	140			12	152
29. Wetlands Fund	5,841	2,398		662	8,900
30. Griffin Fund	7,111	2,140		606	9,857
31. Mary Lew Serwo Fund	0	5,305	3,823	119	1,604
32. Library Barn Rev. Fund	35		35	0	0
33. Federal Revenue Sharing Fund	1,263		1,303	41	0
34. Council on Aging Donations	0	394		32	426
35. Misc.	69		69		0
36. Conservation Consultatant Fund	—	500	500		
37. Interest Earned FY 1991	—	28,059	28,059		
<b>SUB-TOTAL</b>	<b>452,849</b>	<b>59,629</b>	<b>88,063</b>	<b>28,128</b>	<b>452,543</b>
38. Bid Deposits Held	6,592	2,234	4,497		4,330
<b>TOTAL</b>	<b>\$459,442</b>	<b>\$61,863</b>	<b>\$92,560</b>	<b>\$28,128</b>	<b>\$456,873</b>



# **EDUCATION**

**Trustees of the Boxford Town Libraries**

**Elementary School Report**

**School Building Committee**

**North Shore Regional Vocational School Committee**

## BOXFORD TOWN LIBRARIES

10 Elm St.  
Boxford, MA 01921  
508-887-READ

188 Washington St.  
West Boxford, MA 01885  
508-352-READ

### LIBRARY TRUSTEE'S REPORT

Trustees:	Helen Millstein, Chairperson	Term Expires 1992
	Ronald Aron	Term Expires 1992
	Anne Gyles	Term Expires 1992
	Kathleen Gorman	Term Expires 1993
	Judith Littlefield	Term Expires 1994
	Richard Price	Term Expires 1993
	Enid Thuermer	Term Expires 1994
	Kathleen Ulman	Term Expires 1992
	Nancy Woolford	Term Expires 1994
	Library Director: Adele McConaghy	

To the Residents of Boxford:

For the Boxford Town Libraries, 1991 was not only an exciting but a pivotal year. Our most important achievement, affecting not only that year but the future as well, was the passage of the 2 1/2 override, providing \$55,000 to save our library system. That vote reflected the confidence and the services provided by our fine and dedicated staff and Director, Adele McConaghy. Of all the overrides, the library won by the largest margin: 1,194 to 897, thanks to the efforts of many people. The "Alliance to Save our Libraries," Brown Baldwin, chairman; J. Alden Lincoln, treasurer; and Joyce Herreman, public relations; gave many hours and much energy to help bring in that most encouraging votes.

With year after year of level-funded budgets, our Director, Adele McConaghy, who is working with a nine-member elected Board of Trustees, has managed to provide the highest possible level of service and professionalism to the people of Boxford. Every effort at the least possible cost has been made to ensure that Boxford remains one of the best small libraries in the area, both through maintaining our computer linkage with the Merrimack Valley Library Consortium and continually expanding our reference collections and services.

Once again, the generosity of the Public Trustees has made it possible to update and broaden our reference materials. Our video selection has increased with the addition of some fine film classics as well as instructional, documentary, and educational tapes not available elsewhere. The audio cassette collection has also grown, a boon to commuters.

Our libraries continue to have increased usage and circulation, thanks to the support of our patrons and those behind-the-scenes volunteers who give so much. "The Friends of the Boxford Libraries", under the leadership of Peg Ebinger and Barbara Russell, were among our strongest supporters at override time. Their generosity has again made museum passes available, free of charge, to all Boxford residents and has provided performers and entertainers for the children's programs, as well as interesting and timely speakers for adults. The public looks forward every year to their annual booksales listed on their community calendar at both libraries.

The enthusiasm and creativity of our new Children's Librarian, Jeanne Pucci, have given the children of Boxford a wonderful year. We were able to continue regular story hours for toddlers and preschoolers, the annual Easter Egg Hunt and our Summer Reading Program. This year's theme, the "Wizard Read Program: Find Your Fantasy in a Book," was not only outstanding but created the theme for the First-Prize winning 4th of July float and our grand party. Special thanks for those must go to Phyllis and George Fischer, Marilyn May, Jeanne Pucci, Charlie Killam, Richard Cunningham, Adele McConaghy and staff. The children's year continues with a creative dramatics program featuring Bethany Clay, story telling by Melanie May, the annual Halloween Party, Christmas Party, and other events. A special thanks to Sharon and Alan Benson for video-taping the gala Christmas Party for local cable television and the delicious Ice Cream Sundaes in celebration of the Summer Program. Barbara Low, a Boxford resident and a member of the Friends of the library, painted a wonderful wall mural in the Children's Room at the Boxford Village Library.

The Mim O'Brien Meeting Room at West Boxford was well used this year for exhibits and workshops. Art exhibits continue to be popular and well received in both libraries. Rotating displays of photographs, paintings, quilts have received fine publicity. Thanks must go to our Director, Cathy Canonica for quilt coordination and Marilyn May for the glass case exhibits at both libraries.

The Boxford Garden Club groomed the grounds at both libraries and kept our indoor plants, as well as seasonal floral arrangements, looking continually fresh and lovely.

The libraries added the selling of trash stickers to their long list of continuing community services. Not only were the libraries a convenient source for the public but many new patrons were added as a result of a first-time visit.

In conjunction with the Topsfield and Middleton libraries, the yearly Spelling Bee was a most successful program, with Louise Gingrande, Rita Stevens, and Faye Raynard, editor of the Tri-Town Transcript, as judges.

In 1991 we welcomed several new staff members: Jeanne Pucci, Children's Librarian; Sandra Titcomb and Helen Clarkson, Circulation Desk; and Linda Pucci, Secretary/ Library Technician. Our new and elected Trustees: Ronald Aron, Anne Gyles and Judith Littlefield.

The Family Bank continues to provide us with their handsomely printed bookmarks with library hours. They are just one among many other groups, individuals who have given time, money, expertise and support to the Boxford Town Libraries. In a time of dwindling resources, we could not give our best to the public without the effort of each and everyone.

The present's future see an increased demand for information services and cultural enrichment. We will continue to meet those needs to the best of our abilities.

Statistics:

Twelve months ending December 31 , 1991:

Circulation :	52,330
Book Circulation:	48,223
Weekly Hours:	87
Magazines:	160
Newspapers:	14

Respectfully submitted,  
Helen Millstein, Chairperson  
Trustees of the Boxford Town Libraries



# SCHOOL COMMITTEE REPORT

## School Committee

Barry DeNofrio, Chairperson	Term expires, 1993
Holly Langer, Vice Chairperson	Term expires, 1994
Charles Costello	Term expires, 1993
Arthur Mushkin	Term expires, 1992
William Quigley	Term expires, 1994

School Superintendent, Joseph J. Connelly, Ed.D.  
Assistant to the Superintendent, Robert R. Milley  
Administrator of Special Education, Vickie Charlton

## School Committee Operation

The Boxford School Committee holds regular meetings generally on the second and fourth Thursday of each month. Meetings are usually held alternately at the Cole School and the Spofford Pond School at 8:00 P.M.. They are open to the public and citizens are encouraged to attend. Individuals or groups may have an item placed on the agenda by forwarding a written request to the Superintendent. A notice is posted in the Town Hall in the event of special meetings or a change in the date or place of meetings.

The major objective of the Committee continues to be provision of a quality educational program within available funding resources. The grade level organizational structure locates Kindergarten through Grade Two at the Cole Elementary School and Grade Three through Grade Six at the Spofford Pond Elementary School. Ongoing curriculum renewal is provided through a strategic planning effort which addresses a major curriculum area on a seven year cycle for each subject. The current school year, 1991-1992, is the final year in a three-year curriculum initiative to revise the elementary mathematics curriculum. It is also the first year in the process for updating the elementary social studies program.

Over the past few years, through state funding via Chapter 188, a number of programs and projects, such as the School Improvement Council, Horace Mann Teacher Programs, and the Commonwealth Inservice Institute have enabled our schools to acquire enrichment materials and our staff to participate in special activities. However, severe reductions in state funding have eliminated these resources to our schools. The Jonathan Tyler Barker Fund, as well as parent and civic groups such as the Boxford P.T.O. and the Tri-Town Foundation have been among the few steadfast avenues of support for special school projects.

The School Committee continues to support effective utilization of the school plants for educational, cultural, and community-based activities. As an example, the Horizons program, under the able direction of Nancy Vose, offers more than forty enrichment courses in six locations during both the fall and spring semesters. Also, an extended day care program, sponsored by the Merrimack YMCA, for school-aged children was established in the fall of 1988. Utilizing the Cole School facility, more than fifty children are supervised in this important program either before or after school between the hours of 7:00 A.M. and 6:00 P.M. each school day. Boy Scouts, Cub Scouts, Brownies, recreational basketball for children and adults, and indoor soccer are only some of the regular weekly activities in our schools. Several town boards and committees also meet regularly in our school facilities.

The Committee expresses special recognition to Nancy Diamonti who resigned her position as principal of the Cole Elementary School after six years of distinguished service. Her leadership and expertise were catalysts in the development of excellent instructional programs in our primary school.

Special recognition is also expressed for Jill MacDonald who served with distinction as a part time physical education teacher in the Boxford Schools for more than twenty years. Mrs. MacDonald's position regretfully was eliminated due to an unsuccessful ballot for an override of Proposition 2½.

A School Building Committee has continued to operate during 1991. Construction of the Cole School addition was complete in the fall of 1990, resulting in eight classrooms and other functional areas being added to the existing building to accommodate the school enrollment increases. Efforts to renovate and expand the Spofford Pond School commenced in the spring of 1990. Renovation on the original building, accomplished during the summer of 1990, included replacement of all vinyl-asbestos floor tile, repainting, HVAC system renovation, ceiling replacement, lighting installation, and numerous other necessary improvements and repairs. An additional five classrooms, a music room, art room, and other areas were added to Spofford Pond School via an addition completed in the summer of 1991. A more detailed report on the status of School Building Committee activities is offered at the end of this report. The School Committee, on behalf of the community, commends the dedicated service of the School Building Committee and the school administration for their dedication and leadership in providing an appropriate and excellent facility for our growing school population.

The School Committee acknowledges and commends the outstanding contribution and support the Boxford Parent/Teacher Organization has provided for the schools. The enrichment programs and materials, computer equipment, cultural activities, educational field trips, and other resources that result from the fiscal support of the P.T.O. have clearly served to provide the breadth of experiences for students that the classroom alone cannot deliver. The ongoing communication and moral support from the Parent/Teacher Organization have served to bring parents, teachers, administrators, and committee members together with the goal of providing an education of the highest quality for all Boxford children.

**School Enrollment, October 1, 1991**

	K	T	1	2	3	4	5	6	TOTAL
Harry Lee Cole School	100	14	123	96					333
Spofford Pond School					103	101	92	82	378
DISTRICT TOTAL									711

**Enrollment Trends - past five years**

Year	Students	Increased	% Increased
1987-88	594	+17	2.9%
1988-89	622	+28	4.5%
1989-90	643	+21	3.4%
1990-91	681	+42	6.5%
1991-92	711	+30	4.2%

The above figures indicate an increase in enrollment in Boxford Elementary Schools of 138 students over a five year period. This represents nearly a 24% increase in the student population.

**Fiscal**

The budget development process is an extensive and involved task during which the Committee must make difficult decisions to bring into balance both the financial concerns of the community and elements of high quality, appropriate educational services. Increasing



costs associated with minimal salary increases, school transportation, building maintenance, and increased enrollment must be addressed with consideration of diminished fiscal support from the state.

The School Department budget for the year 1991 - 1992 is as shown:

General Administration and Supervision	\$ 243,771
Instructional Salaries	1,156,713
Instructional Materials	80,794
Other School Services	33,903
Regular Transportation	114,295
Fuel and Power	99,780
Building Operation and Maintenance	138,490
Special Education	389,790
<b>TOTAL</b>	<b>\$ 2,257,536</b>

Escalating costs within the special education program, mandated by Chapter 766, make the task of balancing school needs with available resources even more difficult. The Committee makes every attempt to access state and federal funding. As examples, P.L. 94-142, P.L. 89-313, and Chapter One were utilized to help offset costs for special education and compensatory education staff. State funding received through Chapter Two is used to provide materials for its early childhood programs.

In the area of Special Education, Project Tutor Grant (94-142) and Project Help Grant (89-313) are two continuing federal grants that provide for a school adjustment counselor, two special needs teacher aides, materials, equipment, and teacher in-service training.

An E.E.S.A. Title II grant was awarded to Boxford and will provide funding for staff development in elementary science. A Dwight D. Eisenhower Title II grant has been awarded that will provide staff development in elementary mathematics. State-funded Commonwealth Inservice Institute Grants, awarded in previous years, were not made available by the state during the current school year.

A grant from the Governor's Alliance Against Drugs will be used to provide training and materials for implementation of Project Charlie and Here's Looking At You 2000!, programs for self esteem development and substance abuse awareness.

A grant jointly sponsored by the Children's Trust Fund and Digital Corporation enabled the Boxford Schools to introduce Kids and Company, a personal safety and abuse prevention program, into Boxford's classroom. Staff in-service training was provided by Boxford resident and program author, Stephanie Meegan.

The Tritown Educational Foundation is a non-profit local citizens' group that raises funds through a donation program for the sole benefit of the Topsfield, Boxford, and Middleton Schools. During the current school year, funding provided by the Tritown Educational Foundation supported the Implementation of an intergenerational publishing center, an integrated science/math workshop, a geography literacy program, an a young authors creative writing program. An annual fund-raising telethon is sponsored by the Tritown Educational Foundation to support benefits provided to the schools.

### **School Committee Goals**

Each school year, the School Committee establishes goals for the improvement of education in the schools. During 1991-1992, the School Committee has established objectives for the Boxford Schools:

## **BOXFORD SCHOOL COMMITTEE OBJECTIVES**

### **Curriculum and Instruction**

1. To implement components of the revised elementary mathematics curriculum.
2. To continue to review and assess the Enrichment Program in grades 4-6 for students with high ability and interest in specific curriculum related strands.
3. To review and address program and staff needs in the elementary health program with the goal of making the program more comprehensive.
4. To consider implementation, if funds allow, of foreign language instruction in the elementary curriculum.
5. To initiate review and research activities as part of the curriculum revision cycle for the elementary social studies program.
6. To continue to offer a twelve-month plan for in-service staff development opportunities based upon an annual assessment of needs.
7. To continue to review and assess priority transition issues between grades 2 and 3 and grades 6 and 7 for the purpose of making these transitions as smooth as possible.

### **Organization**

8. To maintain a continuing 3-year program for acquisition or replacement of instructional materials and equipment.
9. To maintain the newly renovated and constructed school buildings and grounds to the highest level possible.
10. To continue to take all necessary steps to meet the requirements of and access the opportunities of State and Federal Grant Programs such as Chapter 188, Chapter 1, and Chapter 2.
11. To continue to assess the early childhood program in the areas of special education services, and pre-school screening, the restructuring of the kindergarten model, and transition program.
12. To pilot recommended changes in the grade reporting system as proposed by the Elementary Report Card Revision Committee.

### **Community Interaction**

13. To continue to conduct forums that provide parents and other community members with an opportunity to interact with the administration and Committee on educational issues.
14. To continue to involve parents and appropriate Masconomet personnel in the systemwide review and revision of the Topsfield/ Boxford elementary school curriculum; and, to encourage the participation of appropriate representatives of the Middleton elementary school system.
15. To work closely with all townwide boards and committees in promoting and obtaining support for the elementary school budget and programs.

### **Curriculum Development**

In accordance with the regular curriculum development cycle, a broad-based Elementary Mathematics Committee of teachers, parents, and administrators from Topsfield, Boxford, and Middleton was initiated in October of 1989. This Committee reviewed the existing

mathematics program and developed recommendations for improvement and revision. Coinciding with the local effort to improve the elementary mathematics program was the release of curriculum and evaluation standards for school mathematics by the National Council of Teachers of Mathematics. The guidelines expressed in this report served as an important resource for the Math Committee's effort. During 1990-91, potential components of the revised program were piloted and monitored. Curriculum objectives for each grade level were developed. In the fall of 1991, the Addison-Wesley text series was adopted for use in classrooms in grades 3-6. The methods and materials of the primary program, Math Their Way, was endorsed for grades K-2. Staff development activities that focus on the implementation of program components, such as use of calculators and emphasis on problem solving skills, shall be ongoing.

A Foreign Language Instruction Study Committee comprised of staff and parents from Topsfield, Boxford, and Middleton produced a report in 1990 supporting the introduction of a FLES (Foreign Language in Elementary Schools) program into the curriculum. A supplemental report, indicating strategies for determining language choices, required resources, and necessary budget was submitted in 1991. Although all towns have endorsed the FLES program, budgetary shortfalls have forced postponement of implementation.

A Tri-town Elementary Social Studies Curriculum Committee has been formed. The first year of committee activity will consist of a review of our current program and research into the latest methods and content for the elementary grades. Materials may be selected for piloting during the school year 1992-93.

The Enrichment Program, which has operated since the 1989/90 school year in the Spofford Pond School has been eliminated due to budgetary constraints. The purpose of that program was to enable a part-time Enrichment Teacher to work with both full classes and small select groups of students identified as being academically talented in providing experiences that build problem solving skills. The School Committee will continue to explore ways to re-establish the program in 1992-1993.

A Report Card Revision Committee developed improved progress reports that will be utilized on a pilot basis during the 1991-92 school year. Separate report cards were devised for Kindergarten, for Grades 1 and 2 and for Grades 3-6. A major goal, at the primary level, was to produce a report card that is more appropriate for the school districts' developmental curriculum. In the upper elementary grades, the revised report cards will include some new areas, such as computer lab and library skills, and also have increased opportunities for commentary on personal/social growth.

### **Early Childhood Education**

An Early Childhood Education Committee was formed in 1987 to explore educational models and curriculum for pre-Kindergarten students. Committee research on pre-school screening instruments and on entrance age provided input for current policies and procedures. Efforts of the committee resulted in expansion and improvement of the district's outreach in identifying special needs students within the 3-5 year-old population so that early intervention services could be provided. An integrated preschool program was established at the Steward School in Topsfield to provide an environment in which both special needs and model students share participation in developmental learning activities. Several Boxford students are enrolled in this cost-effective and purposeful program. The feasibility of establishing a similar program at a Boxford site is currently being explored.

### **Educational Technology**

As a result of past planning efforts, a computer lab has been established at the Spofford Pond School in which students are involved in a variety of activities. Some major areas



addressed are writing, language arts, math problem solving, social studies problem solving, and science. The lab is scheduled for more than 25 hours out of a possible 30 hours per week. All classes have some specifically scheduled time.

Computers provided through P.T.O. support are used at the Cole School in classroom settings for integration with the process writing program. Acquisition of additional equipment through an Educational Technology Capital Improvement Grant has enabled expanded access to computers for regular education and special needs students. Exploration of other potential areas for integrating technology with the curriculum is ongoing.

Laser disk players in each building have been acquired through P.T.O. donations. These are utilized in classrooms to access a wealth of video resources available for elementary science.

A Summer Computer Camp was operated in July that provided a one-week experience for students interested in creative and educationally valuable applications of computers. More than forty Boxford students were enrolled in one of several offerings held in the Spofford Pond School computer lab.

### **Kindergarten Restructuring**

In the fall of 1991, the kindergarten program at the School was restructured to have a three full day schedule in contrast to the previous five half-day schedule. The full-day concept was originally explored several years ago by the Early Childhood Education Committee. The new schedule allowed the School Department to save considerable funding through the elimination of midday busses. However, beyond the savings, many positive educational benefits have been realized by the extended day, one major benefit being the ability of students to participate in more comprehensive projects without interruption or premature dismantling. An optional kindergarten activity program, offered on a user-fee basis, is available on those days students are not in regular school session. Staff and parental feedback on the effectiveness of the restructured kindergarten has been very positive.

### **Testing Program**

The Massachusetts State Basic Skills Test, previously delivered in October to all eligible grade three and six students in reading, writing, and mathematics, has been discontinued due to insufficient funding at the state level. State Assessment tests continue to be delivered every other year in the spring to students in grade four. These assessment tests deal with reading, math, science, and social studies. Assessment tests results provide information to the schools on areas of curriculum and instruction and assist the district in identifying any weaknesses in their programs of study.

Also in May of each school year, the Boxford Elementary Schools has utilized the Iowa Tests of Basic Skills in reading, language, math, and work-study skills in an effort to obtain detailed information on the ability and growth of individual students in numerous sub-skill areas so that appropriate instructional programs may be prescribed. These tests are administered in grades three and five. The Iowa Tests also provide feedback that enables minor grade-level modifications in basic skill instruction that would serve to improve group competency. In May of 1991, the National Achievement Test in reading and language arts was administered for the first time in grade two. Results were shared with the teaching staff and individual student reports were sent home to parents. Results from all components of the standardized testing program have been well-utilized in an attempt to monitor, evaluate, and continually fine-tune the instructional process. The School Committee and administration are committed to an ongoing assessment of our testing program in an attempt to maximize consistency between curriculum goals and the system for evaluating those goals.



## **Teacher In-Service Training**

The School Committee continues to place strong emphasis on planned staff development programs that focus upon curriculum priorities and individual staff needs. Topics for in-service programs for the cooperative discipline, transition grade planning, special education referral process, math program implementation, and technology applications. Several other opportunities directly related to classroom issues were also offered. In addition, the Committee provides incentives through tuition reimbursement programs for teachers to pursue graduate level coursework outside of the school day. It is the position of the Committee that this ongoing renewal process facilitates implementation of new curriculum and instructional techniques and enables teachers to maintain their professional skills. A well-trained and competent professional staff will benefit all students in the schools through increased awareness of new instructional strategies and current content.

## **Special Needs Education**

School districts are mandated, through state and federal laws to provide special education services to those students who require it.

In the fall of 1991, there were 140 special needs students in the Boxford Elementary Schools, including 51 at Cole, 82 at Spofford Pond, 1 in outside placement and 6 preschoolers, several of whom are enrolled in our Topsfield/Boxford Integrated Program. The percentage of Boxford students receiving special education services is approximately 18% which is close to the state norm.

During the school year 1991-1992, the Special Education staff consists of 1 Special Education Administrator, a special education secretary, 3 resource room teachers, 2 resource center teachers, 7 aides, 2 part-time counselors, and 2 speech therapists (one full-time & one part-time). The support offered to students in the Boxford schools range from monitoring their progress in the regular education classes and consulting with their regular education teachers, to total academics in a substantially separate language-based program. Most of our students receive under 6 1/4 hours a week of services (502.1 and 502.2 prototypes).

When the need for specialized support services arises, the town contracts with outside vendors. This year we are utilizing several private agencies and individuals to provide occupational therapy, physical therapy, vision services, mobility training and adaptive physical education.

Boxford also belongs to the Greater Lawrence Educational Collaborative which is comprised of several Merrimack Valley school districts who come together with shared concerns. It provides programs for low incident special needs students, serves as a resource to address special education issues, and offers any needed support services. At present our outside placement student is in a collaboration program housed in Topsfield.

Topsfield and Boxford's parents of special education students have joined together to form the Parent Advisory Council (PAC). The purpose of the PAC is to maintain ongoing contact with Special Education Department and the Special Education Administrator, to review the department/s annual program plan, to offer input into program planning and to share information, resources and support. Meetings are held monthly and on the agenda are often outside speakers who have been invited to address the group on topics chosen by parents.

## **Health Services**

The Health Service in the Boxford Schools is performed by Dr. James Brackbill, School Physician, Lynne Nechem, School Nurse at Cole and Rosemary Smaha, School Nurse at Spofford Pond. The responsibilities of the health personnel include:

Physical Exams	29 students in both schools
Mass. Vision Tests	All students, 16 referrals
Mass Hearing Tests	All students, 9 referrals
Kindergarten Screening	122 students, 3 referrals-hearing, 6 referrals-vision
Tuberculosis Testing	All new staff, bus drivers and volunteers, total 38
Postural Screening	160 students in Grade 5 & 6, 4 referrals
Home Visits	3 at Spofford Pond, 14 at Cole
Flu Vaccine Clinic	11 staff members

In addition, 8,575 ill and injured children were seen and treated in the health suites. Medications were administered as prescribed by the physicians. Emergency medications are kept in both health suites and dispenses as needed. Mrs. Smaha and Mrs. Nechtem maintain current CPR certificates, attend conferences and read current publications to keep abreast of both local, state and national health concerns and issues. All students are weighed and measured yearly. Each year health records are reviewed and updated. As of November 1, all students were compliant with the state immunization requirements. The law requires immunizations for diphtheria, pertussis, tetanus, measles, mumps, polio and rubella as a condition of school attendance. As of 1990, kindergartners must also furnish proof of a lead screening test since their third birthday. Waivers of immunizations are accepted for religious or health purposes only. In addition, Mrs. Smaha taught a Family Life class to eighty-three (83) 5th graders. At Cole School, Mrs. Nechtem was part of the Pre-School screening team and tested nineteen 3 and 4 year olds for vision and hearing. Kindergarten registration was held at Cole School on March 7th and 8th. A team of two nurses met individually with parents of in-coming students to review immunizations, check birth certificates and discuss health issues.

The nursing staff provides a resource for the community for current health problems. In the past year, the school nurses detected 102 cases of head lice. This necessitated the screening of other family members and the child's class and/or grade level. The nurses also provided formal and informal information on the treatment and prevention of head lice.

In both schools, the nurses are responsible for recording daily attendance and contacting parents of absent children when the child has not been called in ill. Records of attendance are maintained on the computer at Spofford Pond and entered by the nurse. Both nurses are part of the Child Study Team and attend those meetings where health input is required.

### **School Lunch Program**

During the 1990/1991 school year, Spofford Pond and Cole Schools served 42,808 Type A lunches. The price of a lunch was increased from \$1.00 to 1.25. The increase was necessary due to a combination of increased costs for purchased food items, the deficit situation of the lunch program, and other inflation related factors.

Over the summer of 1990, Susan Bodwell, Director of the Food Services program in the Topsfield Elementary Schools, was hired in an expanded role to direct the Boxford program as well. By working closely with the staff and parents, using prudent purchasing procedures, and introducing new promotional ideas, the school lunch program was able to maintain a positive balance for the first time in several years. As a result of the success of the program under Mrs. Bodwell's direction, no supplementary school or town funds needed to be diverted to the cafeteria program for the school year 1990 - 1991.

Free and reduced price lunches are available to families who meet federally established income levels. Parents are urged to contact the building principal regarding potential eligibility.

Senior citizen meals were served daily at Spofford Pond School. The cost of a meal for

the 1990/1991 school year was \$0.50. All senior citizens are encouraged to participate in the program.

A brief, unofficial statement of finances for the 1990/1991 school year is shown below.

Receipts		Expenditures	
Pupil Sales	\$62,064	Food	\$33,409
Adult Sales	6,390	Labor	33,002
U.S.D.A. Reimbursement	7,178		
Totals	\$75,632		\$66,411

## Staff Directory

Cole School	Grade	Appointment	Degree	College or University
Jennie DiBartolomeo	Principal	1991	BA M.A. CAGS Ed.D.	Univ. of N.H. Goddard College Boston University Clark University
Pamela Bateman	K	1975	BS	Framingham State College
Janet Case	K	1990	BS	Regis College
Cynthia Hunt	K	1981	BS M.Ed.	Salem State College Salem State College
Carol Weitzman	K Activity	1991	BA M.Ed.	S.U.N.Y. Courtland Boston University
Mary Anne York	K Activity	1991	BS	Salem St. College
Cynthia Olansky	K Activity	1991	BS	Bridgewater State
Deborah Mahoney	T	1974	BS	Salem State College
Margaret Cook	1	1977	BA M.Ed.	Pincipia College Antioch College
Susan Giovannacci	1	1985	BS M.Ed.	Salem State College Lesley College
Beth Ann Lewis	1	1986	BA M.Ed.	Carleton College Lesley College
Sherry Moore	1	1973	BS	New York University
Mary Lee Kennefick	1	1989	BA MS	Westfield St. College Wheelock College
Virginia Douglass	2	1964	BS	Salem State College
Nancy Ames	2	1987	BS M.Ed.	Univ. of Colorado Lesley College
Terry Marcille	2	1980	BS	Univ. of Massachusetts
Harriet Ernst	2	1962/67	BA	Univ. of Massachusetts
Ellen Casey	2	1986	BS	Northeastern University
Spofford Pond School	Grade	Appointment	Degree	College or University
Bernard Creeden	Principal	1980	AB M.Ed. Ed.D.	College of Holy Cross Salem State College Boston College
Leslie Hamilton	3	1969	BA	Merrimack College
Renee Hamilton (on leave)	3	1976	BS M.Ed.	Wagner College Regis College



Mary Mann	3	1987	BS	Framingham State College
Jacqueline Murphy	3	1985	BA	Tufts Unlversity
Christine Cotti	3	1987	BA	Lowell State University
Hedy Petersen	3	1989	BS	Adelphi College
			M.Ed.	New York University
Della M. Baur	4	1985	BS	Towson State University
Marilyn Guptill	4	1968	BS	Univ. of New Hampshire
			M.Ed.	Northeastern University
Mary Oberti	4	1969	BS	Plymouth State College
			M.Ed.	Boston University
Ruth Race	4	1974	BA	Middlebury College
Jeannie Ward	4	1988	BS	Lesley College
			M.Ed.	Lesley College
Debra Auday	5	1987	BS	BIOLA University
			M.Ed.	Lesley College
Dorothy Pirrello	5	1990	BS	Lesley College
Richard Bateman	5	1970	BS	Salem State College
Edward Guazzaloca	5	1986	BS	Salem State College
James Platt	6	1969	BS	Boston State College
			M.Ed.	Salem State College
Susan Robinson	6	1978	BS	University of Vermont
Mary Ellen Sorensen	6	1987	BS	Univ. of Massachusetts
Phyllis A. Wallace	6	1970	BS	Salem State College

Specialists	Subject	Appointment	Degree	College or University
Pauline Boudreau	Art	1991	BA	Mass. Coll. of Art
Robert Sparkes	P.E.	1977	BS	Boston State College
Heidi Canner	SPED	1988	BS	Univ. of Massachusetts
			M.Ed.	Lesley College
Jill Simmers	SPED	1986	BS	Gordon College
Linda Piecewicz	SPED	1979	BS	Salem State College
			M.Ed.	Butler University
Heather Walker	SPED	1987	BS	Gordon College
			M.Ed.	Lesley College
Elizabeth Lynaugh	SPED	1990	BS	St. Univ. of N.Y.
			M.Ed.	Lesley College
Martha Bonaventura	SPED	1989	BS	Emerson College
			MS	Emerson College
Joan Corradino	Guidance	1987	BS	Wagner College
			M.Ed.	Tufts University
Virginia Simon	Guidance	1986	BA	Case Western Reserve
			M.Ed.	Tufts University
Cheryl Zagray	Speech	1983	BS	Emerson College
Elizabeth Shepard	Music	1989	BS	Lowell St. College
Peggy Taylor	Music	1990	BS	Mt. St. Joseph College
			M.Ed.	Univ. of Indiana



## MRS. GRIFFIN TRUST FUND

The Mrs. Griffin Trust Fund provides for awards, known as Mrs. Griffin Prizes, in the form of \$200.00 cash prizes given each year to the outstanding students in the graduating class of the Boxford Public Schools. The prizes, provided from the Fund established by her family, are in the memory of Isabelle Anne McManus Griffin, Teacher, Principal, Head Teacher, and former resident of the Town.

The fund was established in 1990. The recipients have been:

- |      |   |
|------|---|
| 1990 | Julie Roden<br>Dana Steer                           |
| 1991 | Kim Barrell<br>Khatija Ladhani<br>Stephen Palenscar |

# **BOXFORD SCHOOL BUILDING COMMITTEE REPORT**

## **Boxford School Building Committee**

**Charles J. Costello, Chairman**  
**Eugene Connor, Jr.**  
**Jan Gustafson**  
**Charlotte Smallman**

**Barry DeNofrio, V. Chairman**  
**Richard Daly**  
**William Quigley**

The year 1991 saw the completion of the building renovation and expansion projects at the Cole and Spofford Pond Schools. These projects had begun in 1986 with their planning phase.

At that time, an Adhoc Space Study Committee identified two important goals for the Town's consideration. The first was to completely renovate the existing buildings, which had in the past several years, suffered from long deferred maintenance. The second was to construct new instructional spaces at both schools in order to meet the requirements for elementary school enrollments which were projected to be the highest in Boxford's history.

On June 9, 1987, at a Special Town Meeting, the Town voted to go forward with these projects. The Cole School construction began in June, 1988 and was completed in the spring of 1991. The Spofford Pond project began in May, 1990 and was completed in the fall of 1991.

As a result of the school building program, the Town now possesses two completely renovated and expanded facilities which include: modern heating, new septage disposal systems, kitchen equipment, interior and exterior lighting, expanded and newly paved parking facilities, play structures, an athletic field, 65% new additional instructional space, and the complete abatement of all asbestos containing materials.

These new facilities will provide the Town's children with first-rate learning environments, as well as comfortable gathering spaces for the numerous community groups which utilize them extensively for their functions. With proper care and maintenance, these facilities will serve the Town well into the next century.

The following is a financial synopsis of Building Program activities prepared by Boxford School Building Committee member, Richard Daly:

### **Cole School Building Project and State Reimbursement**

In January, 1990 the Town of Boxford faced some difficult decisions regarding its elementary schools. While existing and projected student enrollment showed the need for additional classroom space, financial uncertainty made planning treacherous.

The construction project at the Cole School, begun in 1988, was running significantly behind schedule and the actual construction bids of \$5,780,000 exceeded architects' initial estimates by \$2,380,000. Massachusetts state School Building Assistance Bureau (SBAB) reimbursement had been approved for 70% for the project costs and had begun in 1989 but only at a rate of 28% of project costs. The lesser amount was being received because reimbursement initially was based on the lower original estimates of project costs and a 20 year bond life instead of the 11 year bond life actually used to finance the project. Boxford property tax bills had been mailed only weeks before and showed a large 19% increase over the previous year, primarily because of the cost of the Cole School construction project and the mismatch of costs and state reimbursement. The state's budget was in shambles and confidence was dropping steadily in its ability to meet its obligations.

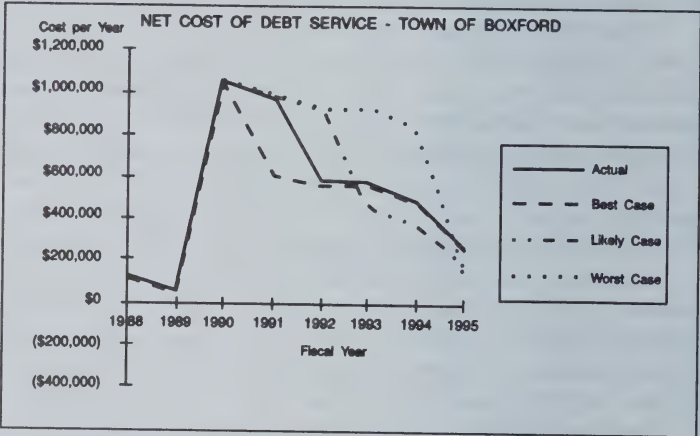
Against this background, Boxford was at a decision point as to whether to proceed with a second major school construction project in as many years: a \$2,400,000 Addition and Renovation to the Spofford Pond Elementary School. At a Special Town Meeting on January 30, 1990, the Selectmen requested a "sense of the Town" whether to continue with the previously approved construction project. After a thorough discussion the pros and cons of

proceeding at that time, the Town Meeting voted to continue with the project and the Selectmen chose to proceed. With the benefit of almost two years of hindsight, the decision looks to be a sound one.

The first major question, the cost to complete the Cole School project, was resolved favorably. Stringent budgetary controls and aggressive management by the Boxford School Building Committee helped complete the Cole School construction project within budget despite lengthy construction delays. The total costs of the project are \$5,780,000 of construction costs and \$2,057,000 of interest on 11 year bonds.

The second major uncertainty, state reimbursement for the Cole School project, was

resolved in January, 1991. The State agreed to pay the remaining 42% of the 70% State reimbursement, increasing the town's annual state receipts from \$229,444 to \$599,206 beginning in Fiscal Year 1992. This was significant in a number of respect. 99.99% of all project costs and interest qualified for 70% reimbursement, reducing



Boxford's share of the project's \$7,837,000 total costs of \$2,355,000. The timing of reimbursement matches the remaining life of the 11 year bonds issued to finance the project, thus minimizing the impact of the project on the Town's property tax rate. The favorable impact of the amount and timing of reimbursement is midway between the "best case" and "likely case" scenarios described by the School Building Committee at the January, 1990 Town Meeting.

Since the full amount of the \$5,780,000 Cole project was financed with bonds, the cost of the project if felt in the Town's tax rate each year as principal and interest are paid, offset by State SBAB reimbursement receipts. The impact by fiscal year ending each June 30 is as follows:

Cole School Project Annual Costs

Year	Principal	Interest	State SBAB Reimbursement	Net Cost to Boxford	Approximate Tax Impact	
					Rate	\$275,000 Home
1989		\$126,988	(\$229,444)	(\$102,456)	(\$0.15)	(\$40.66)
1990	\$580,000	359,666	(229,444)	710,222	1.02	281.83
1991	580,000	323,052	(229,444)	673,608	0.97	267.31
1992	580,000	286,228	(599,206)	267,022	0.39	105.96
1993	580,000	249,199	(599,206)	229,993	0.33	91.27
1994	580,000	212,168	(599,206)	192,962	0.28	76.57
1995	580,000	174,765	(599,206)	155,559	0.22	61.73
1996	575,000	137,310	(599,206)	113,104	0.16	44.88
1997	575,000	100,010	(599,206)	75,804	0.11	30.08
1998	575,000	62,608	(599,206)	38,402	0.06	15.24
1999	575,000	24,898	(599,206)	692	0.00	0.27
Total	\$5,780,000	\$2,056,892	(\$5,481,980)	\$2,354,912		



By 1992 the annual tax rate impact of the Cole School project declined 62% to \$0.39 from its 1990 high of \$1.02 per thousand dollars of real estate valuation. Each succeeding year through 1999, the annual cost of the project will continue to diminish.

The experience gained during the Cole School project in the importance of budgetary controls and project management was put to good use in the Spofford Pond School project. It began in the spring of 1990 and, through the combined efforts of the School Building Committee, architects, contractors, school faculty and staff, and many others assisting with the project, was completed on time and on budget of \$2,400,000. Eighteen year bonds were issued for \$2,100,000 and ten year life bonds were issued for \$300,000. Interest on the two bonds totals \$1,510,706 and will be spread over twenty years.

The only major remaining uncertainty is the amount and timing of State SBAB reimbursement for the Spofford Pond School project. State reimbursement is being applied for, although the outcome of the Town's application has not yet been determined. In the "best case" scenario presented at the January, 1990 Town Meeting, 70% reimbursement will begin in Fiscal Year 1995. In the "worst case" scenario presented, the Town will receive no state reimbursement of the Spofford project. In either case the impact on the Town's tax rate will be within the amounts presented to the January, 1990 Town Meeting for both the Spofford Pond School project and the Cole School project and will continue to decline each year from the high amounts of 1990 and 1991.

Increasing school enrollment figures, the driving force behind both construction projects, are up as projected, old classroom space has been refurbished and the new classroom space is being well utilized by Boxford's elementary school children.



Boxford Town Library's float at the July 4 Parade.  
*(photo courtesy of John W. Barnes)*



## **NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT 20 BALCH STREET, BEVERLY, MASSACHUSETTS 01915**

North Shore Regional Vocational-Technical High School entered its sixteenth year of operation as a vocational-technical high school in September of 1991. Students at the school receive both academic instruction leading to a high school diploma and vocational education leading to a vocational certificate. Students who successfully complete their programs of studies receive both a high school diploma and a vocational certificate upon graduation, and are prepared for immediate employment, further education, or both.

### **ADMINISTRATION**

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee, and oversee the daily operation of the school. Our principal, John Roper, brings statewide experience in curriculum development in applied academics for vocational schools to North Shore, as well as experience at both the high school and collegiate levels.

### **ENROLLMENT**

Enrollment, as of October 1, 1991, was 448, an increase of five percent (5%) over the 1990-91 school year. Enrollment of post-graduate students continues to increase each year.

Two twelfth grade students from Boxford are currently enrolled in Culinary Arts and Masonry, respectively. Students participate in programs in Auto/Diesel Technology, Carpentry, Commercial Art, Collision Repair Technology, Cosmetology, Culinary Arts, Distributive Education, Fashion Design, Building Trades Technology, Electronics/ Computer Technology, Masonry, Welding, and Resort Services. Health Technology, which opened in September of 1990, has grown to an enrollment of 38 students in two sections in its second year of operation. This program, jointly planned through the North Shore Vocational Education Partnership, operates at Beverly High School, and is funded through Carl A. Perkins federal vocational education funds. Also through the Partnership, students may enroll in Cabinet Making and Printing at Beverly High School, Machine Technology at Beverly or Gloucester High School, and Electricity at Salem High School.

### **GRADUATION**

Ninety-seven (97) students received high school diplomas and vocational certificates at the thirteenth annual graduation exercises, held in the Lester C. Ayres Gymnasium on May 31, 1991. Despite the poor economy, ninety-six percent (96%) of the graduates were placed in trade related jobs, entered the military, or pursued further education.

### **CURRICULUM MODIFICATION**

The faculty and administration continuously review curriculum and teaching methods to meet the needs of the students and to prepare them for the demands of the twenty-first century. Program Advisor Committee input is utilized extensively in reviewing and modifying vocational curriculum. Competency-based education is being implemented across the curriculum, and efforts to increase the integration of academic and vocational components of the curricula are being employed. The North Shore Regional Vocational

School District, along with vocational director from several other schools within the region, are studying several vocational program areas, currently not available within the District, for possible consideration for future programming.

North Shore Regional, along with North Shore Community College the North Shore Vocational Education Partnership, and Lynn Technical School, was awarded a \$90,000 grant to develop Tech Prep programs for the coming years. Tech Prep is a planned curriculum, consisting of at least eleventh and twelfth grades and a two-year associate's degree program, which provides students with clear paths to career goals, and is a very important trend nationwide.

Superintendent-Director Carlson was very active this fall in the educational reform debate, serving as a member of the legislative task force which developed recommendations for the Joint Committee on Education. As a result, the faculty and administration are actively studying reform initiatives across the country to position the school and its programs to be in the vanguard of the reform movement.

## **FUNDING**

The current year marks the last year that the District will be leasing space, and the renovation and construction of the new facility in Middleton are set to begin. Therefore, this year's budget process presents many unknowns. However, once the school is settled into its new quarters, budgeting should become a much more controlled process. The District, along with all other public schools and state and municipal agencies, faces the same uncertainties regarding state aid which have existed for the last several years. All eyes are on the State House as reform is discussed, and funding formulas are debated. Once again, every effort to contain costs and to stabilize assessments to member communities will be undertaken.

## **BUILDING AND GROUNDS**

The District's current lease for a portion of the USM complex on Balch Street in Beverly expired on June 30, 1991. The District continues to lease at that site on a month-to-month basis until its new home in Middleton is ready for occupancy. Due to the diligence of many people, the District was successful in acquiring a property and the bond authorization necessary to fund its renovation. It is anticipated that the District will relocate its facility to the Middleton location in time for a September, 1992, opening. The new facility will be called North Shore Technical High School, reflecting the increased technological base of our instructional programs. The name of the District will remain the same.

## **INTERSCHOLASTIC SPORTS**

North Shore Regional's teams continue to be competitive in a number of sports in the Commonwealth Athletic Conference. Soccer and cross-country occupy the fall season, basketball and cheerleading the winter season and baseball and softball round out the spring season. Increasing numbers of students participate each year, and enjoy the many benefits of organized sports. Each season is capped off by awards banquets sponsored by the Varsity Club.

## **CAREER EXPLORATION**

Ninth grade students explore six different shops in their first three quarters of attendance. This experience, along with a Career Guidance Seminar series offered by the Guidance Department, enables students to make informed and realistic career choices.

## **SPECIAL EDUCATION**

Providing special education services to those students identified as requiring services continues to be a major strength of North Shore Regional. A team of well-trained specialists works closely with the regular education academic and vocational instructors to ensure maximum benefit to the students. Efforts to further integrate special need students into the mainstream are underway. Research, and our own experience, has shown that many students who have been identified as having learning problems learn best through a hands-on approach to learning. Therefore, it is often possible for basic skills to be reinforced through shop experiences.

At the request of several of the member communities, a new program which provides additional assistance in the carpentry shop for those students who are not yet prepared to handle a totally mainstreamed vocational experience, was implemented. It is funded through the Carl D. Perkins Vocational Education Acts, and numerous member communities contributed their allocations toward this project.

Resort Services, a substantially separate program for student whose special needs preclude their mainstreaming in regular academic and shop areas, provides a fully integrated program of academic instruction daily living skills, and occupational training to approximately fourteen students. Several graduates have made a very smooth transition to the world of work from the Resort Services program.

## **PLACEMENT EFFORT**

Placement of students in trade or trade-related employment has been very high. Over the last five years, we have averaged over ninety five percent placement. The average starting wage is over \$8.50 per hour. Follow-up studies show that both employers and graduates are very satisfied with the training received. We also find that the majority of graduates remain on the North Shore, and an increasing number have become employers and entrepreneurs in their own right, thereby making positive contribution to their communities. An increasing number of students also participate in some form of post-secondary education or training, usually to upgrade skills learned at North Shore Regional.

## **OTHER ACTIVITIES**

### **COLLABORATIVE EFFORTS**

The North Shore Vocational Education Partnership, is designed to promote the collaborative delivery of vocational education services and to broaden vocational offerings to students throughout the District. A Steering Committee, comprised of representatives from each school district, meets monthly to discuss and plan more effective vocational education offerings to meet the needs of a broad range of students.

The Bridge Program enables junior and senior students from member high schools to spend a part of the school day in a vocational program at North Shore. This program provides access to vocational education for students who might not participate in a full-time vocational education program.

### **EVENING ADULT EDUCATION**

The Evening Adult Education Division of North Shore Regional Vocational School District continues to serve yearly over one thousand residents of the District. A wide variety of courses, ranging from specific skill training and retraining to home improvement and creative arts, are offered each of two semesters each year. This program operates at no cost to the District Committee, and provides a much-needed service to the adults of the region.



## SUMMARY

North Shore Regional Vocational School District provides a much-needed alternative form of education for students on the North Shore who wish to learn a trade or technical skill. Through constant attention to labor market demand, an active and involved Trade Advisory Committee, and involvement in general school improvement efforts, North Shore Regional Vocational-Technical High School strives to provide education and training to enable its graduates to enter the twenty-first century with the requisite skills to succeed. North Shore Regional Vocational School District will continue to serve the communities of the North Shore by providing a continuous flow of young, highly skilled workers who are prepared to take their places as contributing members of society and valuable citizens of their communities.

## NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT COMMITTEE

BEVERLY	Paul F. McDonald
BOXFORD	Herbert P. Golub, Ph.D.
DANVERS	T. Frank Tyrrell, Jr.
ESSEX	George R. Harvey
GLOUCESTER	Robert F. Parsons, Sr., Vice-Chairman
HAMILTON	Richard J. Ceremsak
LYNNFIELD	Ernestine J. Rose, Secretary
MANCHESTER	Marc A. Bliss
MARBLEHEAD	H. Bruce Boal
MIDDLETON	James M. Reynolds, Chairman
NAHANT	Thomas Johnson
ROCKPORT	Jean Knowlton
SALEM	Daniel Muldoon
SWAMPSCOTT	Stanley Goldstein
TOPSFIELD	Robert C. Nordstrom
WENHAM	Judith H. Bubriski

Superintendent-Director Patricia W. Carlson, Ed. D.

District Treasurer      George E. Mosse, Jr.



# **PUBLIC SAFETY**

**Communications**

**Fire**

**Police**

**Animal Control Officer**

## COMMUNICATIONS DEPARTMENT

The Annual Report for the Communications Department changes its focus every year from one issue of concern to the next. Last year we reported on our achievements in the fields of Training and Education and this year we are moving forward into new concerns for Emergency Center Dispatching.

We began the process of planning and implementation of the Enhanced 9-1-1 phone system. This system is long overdue in our area. For many years we have had to remind our residents that "we do not have a 9-1-1 system". It is unfortunate that we share phone exchanges with the Towns of Topsfield and Georgetown as that makes it even more confusing. People with an 887 phone exchange often call 911 for their emergency calls. Those calls are received by the Topsfield Emergency Center. They are immediately dispatched to our headquarters but delays in response can result. Programming 911 into your telephone dialing can only cause further problems. With the implementation of E-9-1-1 in the next few years, we will thankfully all be able to take advantage of a worthwhile change.

The preparation for E-9-1-1 will take time. We have recently submitted our Master Street Address Guide to the New England Telephone Company to begin our data base. The MSAG includes every street in town, listing the number ranges it defines the numbers as to the side of the street that house would be on. *It is imperative for all the residents of Buxford to know and remember that the success of E-9-1-1 depends on each of us. To abide by the town by-laws in reference to house number display is a mandatory portion of the E-9-1-1 standard. Do not depend on your neighbor to display their number as a way of locating you, and do not depend on your popularity as a resident to help us.*

Many of our employees are from other towns and have no history nor knowledge of our most popular residents. The idea that you can take for granted that we know where you live because you have lived here forever is no longer a sure bet that we'll find you in emergency situations. You must display your correct house number not only on your house, but at the end of the driveway where it meets the road. Since many houses are not visible from the street, it is vital that you display a number that is visible day and night to any responding emergency crew. Failure to display a number, or displaying an incorrect number may well bring fines of \$50.00 for each offense and could result in a tragic error at your time of emergency.

Another new concern for the Communications Department is the Americans with Disabilities Act which went into effect January 26, 1992. As an Emergency Communications/Law Enforcement facility, we must provide proper communications devices for the Deaf and Hearing Impaired. This will include the purchase of a TDD to be used at the Emergency Center. Both the ADA and E-9-1-1 programs will increase the need for training our dispatchers in new methods of Communication. We hope to make use of the offer from employees at the Gallaudet University Regional Center at Northern Essex Community College when we prepare to learn TDD communications methods.

Our dispatchers continue to change and move forward from year to year. Phil Drinker began his student teaching at Cole School while also working as a dispatcher and firefighter, and assisting me in a major project of updating response route slides for the Fire Department. Kristen Duncan is nearing completion of her education at Salem State. Maryann Dineen left for warmer climate to Florida and Judith Stickney took her place as a permanent employee. Kathleen Zolla became active in the local schools with the Horizon's Program. She has taught classes to children as well as assisted in the implementation of the Adult Horizon's Enrichment program. Louann Bonny joined our department in July bringing with her a background as an MP in the Marine Corps, stationed at Camp Pendleton. Rob Corliss and John Bain completed their Reserve Academy Training, and Susan Longo left the Department when she became the D.A.R.E. Officer for the Town of Buxford.

As for myself, I completed my 20th year with the Communications Department. But wait? What about Warren?

I tried to think, what has he done this past year that deserves special recognition, aside from showing up everyday. I decided to ask him. "Warren," I said somewhat facetiously, "did you do anything this past year?" "1991? No, it's all just a blur to me now." he replied. That's Warren. Consistently humble!

We reminded ourselves of the day in October when I arrived for my shift to find him finishing up from a woods fire call that began at 5:00 am. A Mutual Aid Fire call to Topsfield came in around noon, sometime after the loose cow wrecked havoc in West Boxford neighborhoods for at least three hours, during which he also received 10 burglar alarm calls due to the high winds and approaching storm. While he continued his data entry work, I took over the desk. No sooner had I sat down when the phone rang, a person had been severely burned. We dispatched the Police and Fire Departments, and Shanahan's Ambulance. Just as the MEDFLIGHT helicopter was about to land, we received a call for a house fire, flames were visible from the roadway. I dispatched the Fire Department again, while Warren who is also a firefighter said "I can grab a portable radio and go check that".

I sent him off, while working the phones and radios myself. We got MEDFLIGHT out of town before the high winds began blowing down trees and wires, we got the house fire, which was actually bushes near the house out, and if I remember correctly, before the day was done, we got the cow back to it's respectful owners. It's after days like this that Warren and I kick back, stare out the window and count the clear flamingos. Yeah you're right Warren, it is just a blur and as we know all too well:

### "NOTHING EVER HAPPENS IN BOXFORD"

The following is a list of our employees and our statistical data report as compiled annually by John Bain.

Warren Gould, John Bain, Judith Stickney, Kristen Duncan, Kathleen Zolla, Robert Corliss, Phil Drinker, Louann Bonny, Susan Longo, and their Director, Elizabeth Russell.

## COMMUNICATIONS STATISTICS TOWN OF BOXFORD

YEAR END STATISTICS - 1991								
ALARMS	Burglary		Fire	Trouble		True Burg.	True Fire	Notices
Lease Lines								
Zones 1 - 100	279		85	382		0	1	21
Pre-Recorded								
Zones 100 -126	5		0	0		0	0	1
Digital Dial.								
Zones 200 - up	250		25	5		0	1	35
Private Alarm								
No Zone #'s	696		37	2		5	0	97
TOTALS	1230		147	389		5	2	154
TELEPHONES	Police	Fire	DPW	Comm.	Wrecker	Ambulance	Other	Wrecker
Incoming	23222	2575	672	2485	183	113	1570	30820
Outgoing	3172	651	256	760	348	174	0	5361
Totals	26394	3226	928	3245	531	287	1570	36181
								Grand
AMBULANCE	Shanahans	Lyons	Cruiser	Other	Cancel/No XPort	Total		
Totals	38	98	0	8	-16 / -13	115		
								Grand
WRECKERS	Tromblys	Scotties	Tilton/Bailey	Bay State	Other	Cancel	Total	
Total	36	58	5	128	25	-6	246	



## REPORT OF THE FIRE DEPARTMENT

The Boxford Fire Department wishes to make the following report to the citizens of Boxford for the year 1991.

### Responses to Calls for Assistance

Structural	3	Brush, grass, woods	47
Electrical		Investigations	
Inside	4	Smoke in house	2
Outside	35	Smoke in area	7
Heating	5	Other	17
Appliances	3	False Alarms:	
Cooking	13	Home	27
Vehicle		School	10
Fire	23	Other	14
Accidents	12	Mutual Aid	7
with P.I.	42	Cellar Pumping	2
Medical Aid	75	Miscellaneous	16
other than			
motor vehicle			
Chimney	12		
TOTAL		TOTAL MEDICAL AID	
RESPONSES	376	SERVICES	164

The most significant events for the year 1991 were nature oriented, hurricane Bob on August 19 and a very severe coastal windstorm on October 30th. Fortunately there was early notification by the weather service of these events so that your Departments of Public Safety and Highway were well prepared and handled the events with a minimum of problems and inconveniences.

### ANALYSIS

Responses by the Fire Department were up only 2% over 1990, an increase which tracks with the very modest growth of our community in 1991. Concern was expressed by this Department a year ago regarding the dramatic increase in motor vehicle accidents both with and without personal injury. It is encouraging to note that both of these statistics are down at least regarding Fire Department response. Motor vehicle accidents with our response are down almost 30% due in great measure, I am sure, to the operation and enforcement of your Police Department. Lets hope this very positive trend continues.

There was just one major and two minor structure fires in Boxford in 1991. This due in large measure to the placement and use of smoke detector in the vast majority of the homes in Boxford. If your home does not have smoke detectors or if you have any questions regarding their placement or use, please call the Department at 887-8137. We would be pleased to answer any questions you might have concerning same or any other general questions regarding your Fire Department. Remember SMOKE DETECTORS SAVE LIVES.

### EMERGENCY MEDICAL SERVICES

#### EQUIPMENT

A semi automatic defibrillator for use in monitoring and treating cardiac arrest victims was purchased and put in service last Fall. All 12 department Emergency Medical



Technicians voluntarily underwent specialized training conducted by the Office of Emergency Medical Services, Commonwealth of Massachusetts and have been certified to operate the equipment.

Timely intervention and treatment in the field using this equipment greatly increases the survivability rates of those stricken.

## TRAINING

EMS training is required for all department members on a continuous basis and accounted for some 577 man-hours during 1991. In addition, 10 members successfully completed a 16 hour Motor Vehicle Extrication course conducted for local fire departments by Rescue Training International of Wolfboro, New Hampshire.

## FIRE PREVENTION

Number of inspections performed and type:

Oil Burner	60	Above ground oil tanks	56
Propane Tanks	17	Smoke detector	182

Total number of smoke detector permits issued for new construction and/or renovations: 38

Inspections of public buildings: eight performed during the calendar year, including Aintree Kennels, East Store, First Church, Masconomet, Cole School (twice) , Camp Wakanda, Danvers YMCA and Rotary.

## TRAINING

The Boxford Fire Department conducted 24 fire training sessions at which the 32 members invested over 1472 hours on Monday nights and Saturday sessions.

The highlight was a live propane drill. The program was initiated by your Department and conducted jointly with the Georgetown Fire Department. Our thanks to the BFD Ladies Auxiliary, Eastern Propane and Georgetown Sand and Gravel for their assistance in making this valuable program possible.

Boxford has a significant natural and propane gas responsibility. Almost all of East Boxford has natural gas mains and residential gas service. In addition there are many propane grills, pool heaters, and propane fueled residential utility installations throughout the town.

In the past few years, we have responded to numerous "gas odor" calls at our schools and residences and actual working fires or leaks including propane gas grill fires, a pool heater fire, a broken natural gas pipe, and RV fires with propane tank involvement. We are thankful that there have been few incidents of this nature. However an uncontrolled gas fire is an extremely hazardous situation to the public and Emergency personnel. The live fire drill this year was invaluable in giving us the hands on training so necessary for the protection of the community.

## LADIES AUXILIARY OF THE FIRE DEPARTMENT

The support of the Ladies Auxiliary continues to be of assistance to the Department, providing support in the fire, flood, snowstorm, or large scale training event of a major with hot and cold beverages, hot meals and sandwiches; both at the scene of the emergency or at the stations. The membership is comprised of firefighters wives, family members and friends of the Fire Department. The organization is open to all.

## OTHER DEPARTMENTS

The Fire Department appreciates the cooperation, Support and assistance of all the Town Boards and organizations within the community. We especially thank the Board of

Selectmen, Town Hall personnel, the Police Department, the Department of Public Works, the Communications Department, the Finance Committee and the Planning Board.

**MEMBERS OF THE FIRE DEPARTMENT WHO SERVED IN 1991 ARE:**

Beardsley, Al; Lieut.

Corriveau, Marcel

Corthell, Robert

Denman, Don; Capt.

Dolloff, Larry

Drinker, Phil

Dustin, Damon; Chief

Dustin, Mathew; Lieut.

Fiedler, Peter

Fleck, Chad

Foster, Ted

Fraser, Andy

Goldsmith, Charles; Capt.

Gould, Alan

Gould, George; Capt. (Adm.)

Gould, Warren

Laverty, Ed.

Lucey, Al

Maglio, John

Maglio, Joseph

Miller, Dennis

Nason, James

Perkins, Peter; Dep. Chief

Powers, Mike

Reiff, Greg

Remaly, Glad

Riter, James

Riter, Ted; Lieut.

Sideri, Steve

Skinner, Roy

Smith, Ed; Lieut.

Smith, Matt

Spencer, Stacy; Lieut.

Stickney, Kerry

Stickney, Scott

Stickney, Shawn

Thomassen, Thomas

Warter, Mark

Williams, Brent

We also wish to thank the wives and families of the firefighters for their patience, understanding and support. In the words of Sir Winston Churchill, "They also serve who only stand and wait."

Respectfully submitted,  
Damon J. Dustin, Chief

## DEPARTMENT OF POLICE 1991 TOWN REPORT

In 1991 we saw crime increase throughout the country. Fortunately through high visibility and aggressive patrols we were able to keep our community reasonably secure from crime. However, we have read and heard about many home invasions in surrounding areas. This is just a sign of how crime and the perpetrators have changed in the North Shore. This type of crime is obviously a much deeper concern to you and your police department and more difficult to contend with. We ask you, as our citizens, to be more alert to the happenings going on around you and in your neighborhood. It is even more important for you to call us when you see or hear anything that is unfamiliar to you in your neighborhood. We have always enjoyed and had a strong rapport with our citizens. It is important that this bond exists now and in the future for a smooth working relationship between you and your police department. Our profession is to serve and protect you from any misfortune to the best of our ability. I cannot emphasize how important it is to have your cooperation and willingness to work together to succeed in this task.

During the past year we were honored when Sergeant Ronald P. Giovannacci received a certificate from the Honorable Governor Weld for meritorious police service to the community when he apprehended a hit and run driver who struck down and killed a young woman while jogging in our town. Officer Brian M. Williams through his own aggressive patrol observed two subjects about to break into a residence. When Ofc. Williams went to investigate both subjects fled on foot leaving a stolen motor vehicle behind. Both suspects were later arrested. Officer Brian M. Williams and Sgt. Ronald P Giovannacci were honored by the Boxford V.F.W. Post at a ceremony where they received a certificate for meritorious police service to the community for each of their respective cases.

Officer Susan J. Longo attended and received a certificate for successfully completing a two week intensive D.A.R.E. training program. D.A.R.E. stands for Drug Abuse Resistance Education. Ofc. Longo is currently in conjunction with the elementary schools, instructing grade six on how to say NO to drugs. This is a very important program to our community and to our children. Ofc. Longo is instructing in the school system each week for a total of 17 weeks in grade six. There will also be a mini course instructed in K through 5 which is an introduction for them to the D.A.R.E. program.

All officers were recertified in First Responders and Firearms. Several officers attended different seminars during the year on various aspects of criminal justice training in keeping abreast with new changes in the laws and procedures. The Law Enforcement Television has been a big asset in keeping us informed of changing procedures and techniques in police departments' functions.

The Police Department's goals are to serve and protect the community in a professional and courteous manner while keeping within the budget. Training is a big part in being able to maintain these goals. The Board of Selectmen appointed Peter G. Orlando to the position of full time Police Patrolman from the reserve force to fill the vacancy created when Officer Ronald Theokas resigned. Ofc. Orlando was a reserve officer for 5 years and will be a credit to our full time force. He will attend a 16 week academy held in Needham by the Massachusetts Criminal Justice Training Council. This is an intensive training course which a recruit must successfully complete in order to be a full time police officer in Massachusetts.

I want to especially thank the members of the Boxford Garden Club for their continued efforts in keeping the outside gardens at the police station planted with fresh greens and flowers. It is greatly appreciated by all personnel.

I want to thank the Board of Selectmen, Communications Department, Fire Depart-



ments, Public Works Department, Animal Control Officers, the Essex County Sheriff's Department, all area Police Departments, State Police and all other boards and departments which we work with during the course of the year. I want to thank the residents of Boxford and the personnel on my department for their support, cooperation and assistance during the past year.

### BOXFORD POLICE DEPARTMENT PERSONNEL

#### CHIEF

Douglas A. Warren

#### DEPUTY CHIEF

Gordon A. Russell Jr.

#### SERGEANTS

Paul M. Bates Jr.

Ronald P. Giovannacci

#### PATROLMEN

Brian M. Williams

John D. Iannazzo

Ronald L. Theokas (Resigned 06-91)

Robert D. Hazelwood

Thomas J. Nentwig

Bruce A. Klinger

William G. DeCoff

Peter G. Orlando

#### RESERVE PATROLMAN

Paul E. Polonsky

Joseph P. Bogigian

Timothy E. Nangle

John C. VanLoon

Susan J. Longo

Matthew C. Donovan

Francine J. Gaynor

James B. Riter

#### SPECIALS

Harold W. Trombly

Harold O. Sederquest

Joan A. Goldsmith

Betty P. Shaw

#### POLICE SECRETARY

Susan J. Longo

Respectfully submitted,

Douglas A. Warren

Chief of Police

### Year End Statistics 1991

Type Code	Totals	Type Code	Totals
005 Housebreak	40	049 Littering	15
006 Larceny	61	050 General Service	205
007 Motor Vehicle Theft	2	051 Officer Wanted	41
008 Non Aggravated Assault	10	052 Escort	2
009 Arson-Bomb	1	053 Prisoner Transport	7
013 Stolen Property	9	054 Assist Persons	125
014 Vandalism	62	055 Property Check	962
015 Weapon Violation	2	056 Message Delivery	12
017 Sex Offences	3	057 Animal Complaint	108
018 Drug Violation	2	058 Assist Agency	28
020 Off. Against Family/Child	1	059 Assist Disabled M.V.	305
021 O.U.I.L.	14	060 Suicide	1
022 Liquor Violations	1	061 Psychological Aide	5
024 Disorderly	1	062 Medical Aide	88
026 Other Non M.V. Offences	2	064 Operation Concern	27
030 Repossessed M.V.	3	065 Protective Custody	4



031	Trespass	26	066	Fire Calls	175
032	Civil Complaint	5	067	Burglar Alarm	936
034	Threats/Harassment	12	069	Assist Other P.D.	88
035	Warrant Arrests	22	070	Traffic/M.V. Complaints	2635
036	Summons/209A	33			
037	Local Ordinance	32		ARRESTS	25
038	Missing Persons	17		VERBAL WARNING	1590
039	Lost/Found Property	21		VIOLATIONS ISSUED	279
040	Disturbance-General	17		WARNINGS ISSUED	742
041	Domestic	27			
043	Disturbance-Guest	7	071	Using MV W/O Authority	1
042	Disturbance-Gathering	24	073	Speeding Complaint	25
044	Disturbance-School	1	075	P.I. Accident	34
045	Noise Complaint	59	076	Non P.I. Accident	101
046	Phone Calls	49	077	Traffic/Parking	129
047	Suspicious Activity	573	078	Abandoned M.V.	4
048	Prowler	9	097	Recovered Stolen	10

## ANIMAL CONTROL (887-8135)

Boxford, as a community, cares about the protection of their pets and the wild animals that attempt to adapt to new habitats. I, as Animal Control Officer, receive calls of concern about ill raccoons, dogs fallen through ice, cats lost in the cold weather, animals injured by fast moving cars, and animals unaware of cars on the road. In any case, caring people have lost their pets or have found someone else's loved pets.

Under our current dog laws, dangerous or problem dogs will be ordered restrained. Owners who refuse to cooperate with these laws and in extreme cases, will be fined and/or their animals could be ordered removed from Town. Boxford does not have a "leash law"; however, this is not meant to be interpreted that a dog can go anywhere and do anything. A good pet owner, one who loves and protects their dog, will license their dog and train their dog to stay in the area of their home.

Dog Licenses are available as of April 1st of each year, at which time all dogs should be licensed. Licenses can be obtained at the Town Hall in the Town Clerk's office from 9:00 A.M to 4:30 P.M., Monday through Thursday. A rabies vaccination certificate, valid within three years, must be presented - fee is determined by gender of dog. **Why Bother?** If, for instance, your dog is lost, injured or follows another dog miles away from home, you can call the Animal Control Officer with the license information, or, if your pet is found by a helpful individual, he could call me and identify the dog by its tag number and your dog will be returned to its rightful owner immediately. Otherwise, the dog will be considered abandoned.

Unlicensed dogs are pounded at Weloset Kennels on Route 97 for a period of 10 days at which time they could be either adopted by another family or euthanised.

It would also be helpful to have your pets name, address and telephone number on a separate tag, and if possible, to include your vets name and number. You may pre-authorize your Veterinarian on emergency treatment of your animal if you so desire.

My thanks to all of the caring pet owners for their efforts in caring, controlling and loving their pets as a family member.

Respectfully submitted,

Diane C. Waters  
Animal Control Officer

## **PUBLIC WORKS**

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works had a very active year with a reduction in the work force and severe budget constraints.

As of August, the landfill was closed to residents and the landfill operations shifted to one day a week, open only to the trash hauler duly licensed by the Board of Health.

The used motor oil collection center is working very well. New above ground fuel storage tanks were installed and a 20 year old underground fuel storage tank was removed. To date we have collected over 5,000 gallons of used motor oil.

Traffic maintenance - yellow center lines were re-painted; Stop letters and Bars were re-painted at major intersections, and a total of 83 traffic regulatory signs were replaced.

There were 380 catch basins cleaned, 4 catch basins were re-built and street sweeping was done all over town.

Hurricane "Bob" hit in August. The D.P.W. spent 17 days cleaning up 49 large trees which were blown down plus the removal of many large limbs.

### ROAD WORK

Completed in the following locations: Killam Hill Road from the Georgetown line to King George Drive - 24' x 600'; Killam Hill Road from Weloset Kennels to Kelsey Road - 24' x 1500'; and Topsfield Road from Old Topsfield Road toward East Village - 24' x 600'. The sub base was recycled to a depth of one foot. The Road profile was established and 2½" of dense hot top binder was installed.

Main Street - from the West Firehouse to the Haverhill line was overlaid with 1½" of hot top - 22' x 10,300'.

Silvermine Road - we installed 900' of 12" perforated aluminum pipe bedded in 1½" of stone, with 7 catch basins. Also, hot patched and oil sealed 3,854' x 24' of the roadway.

Silverbrook Road - 80' of 36" and 64' of 15" reinforced concrete pipe was installed.

### BALL FIELDS AND GROUNDS

This year was another very active year with the ball fields. A new little league field was added at the Cole School giving us a grand total of 7 ball fields. The Department of Public Works cut, trimmed, groomed infields, and painted foul lines on all fields. Soccer fields were cut and lines were painted weekly.

All town building grounds and islands within the roadways were cut weekly. There are over 20 acres being maintained by this department.

Thomas F. Greene, Superintendent  
Department of Public Works



# **HEALTH AND INSPECTIONS**

**Board of Health**

**Boxford - Wenham (B-W) Health District**

**Boxford - Wenham (B-W) Health District Treasurer**

**Animal Inspector**

**Building Inspector**

**Plumbing and Gas Inspector**

**Wire Inspector**

**Sealer of Weights and Measures**

**Visiting Nurse Association**

## 1991 ANNUAL REPORT BOXFORD BOARD OF HEALTH

An important accomplishment for the Board of Health in 1991 was the institution of curbside recycling and trash collection. After months of discussion and three nights of debate at town meeting, on June 18, 1991 a special town meeting approved and funded a plan for curbside collection of trash and recyclables. The collection itself commenced in August of 1991.

The purpose of going to curbside trash collection was to lengthen the life of the landfill by being more efficient in its use. The landfill would be open only one day a week instead of three, therefore only one third as much daily cover (soil) would be put into the landfill weekly. We could also be more efficient in the placement of the trash, have smaller working cells with less surface area, and be placing compacted trash in these cells. With curbside recycling we anticipated greater participation in recycling and a higher recycling rate, thus diverting more material away from the landfill face.

After five months of operating in this new mode, we are seeing the achievement of our goals. An area that previously took 3 weeks to fill by citizens is now taking 7 weeks or longer to fill by trash truck. Based on the amounts being dumped into the landfill and being hauled off for recycling, Boxford is recycling 35% of its solid waste at the curb. This is nearly twice the 17% rate we had previously achieved at our recycling drop-off center. Additional items are still being recycled at the recycling center, increasing this diversion rate even more. We have tried to make recycling easier for the residents and the Boxford citizenry has given us an outstanding response. Keep up the good work!

Recycling at the curb includes glass (three colors), plastic (01 and 02), newspapers and magazines, tin and aluminum cans. Items collected at the recycling center include corrugated cardboard, scrap metal, white goods, clothing, batteries, 06 plastic, and motor oil.

To coordinate with the new mode of operating the Board of Health wrote and approved a solid waste regulation making recycling mandatory, banning leaf and yard waste and hazardous waste from the landfill. Other regulations passed this year include one creating a permanent moratorium on small waste water treatment plants (below 15,000 g/p/d).

Some of the other programs the Board of Health organizes are as follows:

**Water testing.** In 1991 the Board completed the third year of the water testing program, in which 34 wells and 5 ponds scattered across town are tested annually for their quality. In 1992 we will complete the fourth year of testing and, at annual town meeting in 1992, we will request funds for the a fifth year of testing to complete this scientific baseline of water quality in Boxford. As we have for the past seven years, the Board also sponsored an annual fall water testing program, whereby homeowners can have their water tested by picking up a bottle at town hall and returning it there with their water sample. Seventy households took advantage of this program in 1991.

**Waste Oil Collection.** This was our first full year of waste oil collection. This waste oil is being used to provide supplemental heat to the DPW garage. With this program we have not only kept used oil out of the landfill and groundwater, we have also saved the Town the purchase price of over 3,000 gallons of heating oil.

**Household Hazardous Waste.** For the fifth year in a row the Board of Health has sponsored with the Boards of Middleton and Topsfield a household hazardous waste collection day. Our cost per household dropped significantly this year. A total of 250 households, including 84 from Boxford were served this year. There was some queueing of

cars during the first hour of the collection, but everyone who came to the collection was serviced. In 1991, we collected and disposed of 37 drums of hazardous chemicals and solvents.

**Visiting Nurse Association.** The VNA brought to our attention the increasing demand for elderly health clinics in Boxford. As of December 1991, there were no appointments open for 1992 given the current schedule and no new admissions to the clinics until June 1992. The Board decided to re-allocate our VNA funds to increase the health clinics in 1992. As a result, one new clinic started in February 1992, and the time of one other clinic was increased. This should provide the health maintenance clinics our elderly in Boxford need and want.

**Landfill.** The Board continues as overall regulators of the landfill, responsible for the health aspects of its operation. We are continuing the quarterly testing of groundwater quality in monitoring wells upgradient and downgradient of the landfill. We also undertook some earthworks at the landfill in anticipation of landfill closure.

Nancy Pearl was re-elected to the Board this year, and Jack Fitch stepped down and was replaced by Lorraine Ott, a Nurse Practitioner. Ms. Ott serves as the Board's representative to the Recycling Committee and has produced a recycling video and arranged Christmas tree chipping this year. Dr. Richard Taylor served as Vice Chairman. In addition he was appointed to the Essex/Middlesex Sanitary District Commission, where he serves as Chairman of that Commission. Louise Kress was elected Chairman of the Board this spring, and has served as the Board's representative to the Boxford Housing Partnership, and coordinator for the Household Hazardous Waste Collection. Wayne Williams has contributed his part to the board within a busy schedule establishing a national plastics recycling business for his company.

We all look forward to serving Boxford in 1992 as your Board of Health. Our regular meetings are held the second Wednesday of each month at 7:30 PM at the Town Hall. All Boxford residents are encouraged to attend and participate in our meetings.

Respectfully submitted,  
Louise B. Kress, Chairman  
Richard Taylor, Vice Chairman  
Lorraine Ott  
Nancy Pearl  
Wayne Williams

## REPORT OF THE B&W HEALTH DISTRICT

Established under the provisions of Section 27A, Chapter 111 of the General Laws, the towns of Boxford and Wenham members of said district, organized and adopted by-laws on August 20, 1968. At the last annual district meeting the following members were elected as officers:

Chairman	Dr. Herbert C. Hagele (Wenham)
Secretary/Treasurer	Francis F. Perry (Boxford) Ex-officio member

Members:	<b>BOXFORD</b> - Louise B. Kress Lorraine Ott Nancy A. Pearl Richard F. Taylor Wayne G. Willams
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	<b>WENHAM</b> - Herbert L. Cheeseman Joseph F. Robbins
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### SEPTIC TANK CARE

Most of the water used in our homes only carries off wastes. Drinking, cooking, running the garbage grinder, and washing the family car use less water than doing the dishes, bathing and flushing the toilet. Wastes carried off by water from kitchens, bathrooms and laundry rooms should be collected in sewers and carried away to a community sewage treatment plant or central disposal point operated and maintained by trained operators to insure proper control.

Individual septic tank-soil absorption systems are most frequently used in rural areas and in some unsewered suburban residential areas. A septic tank system will serve a home satisfactorily only if it is properly designed, installed, and adequately maintained. Even a good system which does not have proper care and attention may become a nuisance, and a burdensome expense. Remember, a septic tank-soil absorption system which does not function properly frequently becomes a neighborhood health hazard.

When septic tank systems are improperly designed or maintained, liquid wastes may overflow to the ground surface or the plumbing in the home may often be stopped up. These overflows not only create offensive odors but are also a health hazard. Sewage may contain dysentery, infectious hepatitis, typhoid and para-typhoid or other infectious disease organisms.

The purpose of a septic tank is primarily to condition household wastes, including water from the laundry and the bath, discarded food scraps, and body wastes so that it may be more readily percolated into the subsoil of the ground. The normal use of bleaches, soaps, detergents and drain cleaners does not harm or interfere with the operation of the system. A septic tank is a water-tight structure in which organic solids are decomposed by natural bacterial processes. The flow of sewage is slowed in its passage through the tank so that larger solids settle to the bottom and accumulate sludge. Grease and lighter particles rise to the surface and form scum. The partially treated sewage, or effluent, flowing from the tank still contains large numbers of harmful bacteria and organic matter in a finely divided state or in solution. Foul odors, unsightly conditions and health hazards will develop if this effluent is ponded on the surface of the ground or carried away in open ditches. Final disposal of the



effluent in a subsurface soil absorption system is necessary to avoid these problems.

The bacteria present in a tank are able to thrive in the absence of oxygen. Such decomposition in the absence of air is called "septic", which led to the naming of the tank. Solids and scums are digested and reduced to a smaller volume by the bacteria in the tank. However, a residue of inert solid material remains which must be stored during the interval between tank cleanings.

There are no known chemicals, yeasts, bacteria enzymes or other substances capable of eliminating or reducing the solids and scum in a septic tank so that periodic cleaning is unnecessary. The addition of such products is not necessary for the proper functioning of a septic tank-soil absorption system.

Septic tanks and soil absorption systems frequently are damaged when heavy trucks or equipment drive over them. Neglect of the septic tank, however, is the MOST FREQUENT CAUSE OF DAMAGE to soil absorption systems. When the tank is not cleaned, solids build up until they are carried into the underground soil absorption system, where they block the flow of the liquid into the soil. Then this happens, the soil absorption system must be re-built - a costly undertaking. Periodic cleaning of the tank prevents this needless expense and work.

The frequency of cleaning depends on the size of the septic tank and the number of people it serves. With ordinary use and care, a septic tank usually requires cleaning every TWO (2) YEARS. When a garbage grinder is used, more frequent cleaning will be required therefore, ANNUAL CLEANING is strongly recommended.

Respectfully submitted,  
John R. Romanski, CHO, RS

To : Boxford Board of Health  
RE: Percolation Tests 1991

1. 49 percolation tests were performed.
2. 14 re-tests and ground waters were performed.
3. 51 new construction permits were issued for the year.
4. 24 repair/alteration permits were issued for the year.

Respectfully submitted,  
John R. Romanski, CHO, RS

**B & W HEALTH DISTRICT  
TREASURER'S REPORT  
7/1/90 6/30/91**

**CASH BALANCE, July 1, 1990** **\$3,925.39**

**RECEIPTS:**

**Member Town Assessments:**

Boxford (62%)	\$31,655.00		
Wenham (38%)	<u>19,402.00</u>	51,057.00	
Interest Earned		<u>1,753.24</u>	<u>52,810.24</u>
			<u>56,735.63</u>

**DISBURSEMENTS:**

	Budget	Payts	
Salaries	40,700.00	40,700.00	
Travel	2,400.00	2,400.00	
Telephone	780.00	674.68	
Office & Dues	200.00	126.80	
Lab Fees	275.00	129.60	
Insurance	2,600.00	3,653.00	
County Retirement	5,282.00	5,282.00	
Health Insurance	<u>820.00</u>	<u>881.87</u>	<u>53,847.95</u>

<b>CASH BALANCE,</b>	<u>\$53,057.00</u>		<u>\$2,887.68</u>
<b>June 30, 1991</b>			

Submitted by,

Francis F. Perry  
District Treasurer

## INSPECTOR OF ANIMALS

The Commonwealth of Massachusetts, Department of Agriculture, Division of Animal Health requires that each town appoint an Inspector who shall make regular and thorough inspection of each premise on which there are domestic animals. These include: cattle, swine, goats, sheep and horses as well as poultry, mink, foxes, donkeys, mules, deer, buffalo, llamas, ostriches and other animals which are currently being raised and/or maintained in Massachusetts. Such inspections are necessary to insure humane and proper care of all livestock, and to guard against outbreaks of contagious disease. The 1991 inspections found 163 horses, 39 ponies, 4 donkeys, 30 goats, 39 sheep, 6 pigs, 5 cattle, and 2 llamas and 1 fox kept in Boxford. A total of 87 barns were inspected; of these, 73 housed horses. Stable licenses through number 94 have been issued, but several of these stables no longer house horses. Eight unlicensed stables were found to house horses. A copy of Boxford Board of Health stable license regulations and an application for same were left at each of these stables.

Under Massachusetts state law, all bites, whether caused by wild or domestic animals, must be reported to the Inspector of Animals. In 1991, 5 bites were reported. Five dogs were quarantined for a period of 10 days, as required by law. All animals were inspected again and released from quarantine at the end of the 10 day period.

Stable licensing regulations became effective March 1, 1988. If anyone has questions or needs an application, please contact Health Agent John Romanski at the Community Center. If you have concerns about livestock health or welfare please contact me..

Respectfully Submitted By,

Allison Hayes, Inspector of Animals  
Box 221, West Boxford

# THE COMMONWEALTH OF MASSACHUSETTS

## Department of Food and Agriculture

### Division of Animal Health

100 Cambridge Street, Room 2103

Boston, MA 02202

#### SUMMARY SHEET

Totals of the following statements are to be inserted by the Inspector of Animals upon completion of city/town inspection of all animals and returned with the inspection book to the above address by January 1, 1992.

		Grade	Purebred
Number of Dairy Cows over two years			
Number of Dairy Heifers one to two years			
Number of Dairy Calves under one year			
Number of Dairy Bulls			
Number of Dairy Steers			
Number of Dairy Herds (one animal constitutes a herd)			
Number of Beef Cows over two years			1 Angus
Number of Beef Heifers one to two years			
Number of Beef Calves under one year		1 Beefalo	1 Angus
Number of Beef Bulls			1 Angus
Number of Beef Steers			
Number of Beef Herds (one animal constitutes a herd)		1 Beefalo	1 Angus
			2 "herds"
Number of Oxen		Number of Swine	6
Number of Horses (work & saddle)	163	Number of Swine Herds	3
Number of Ponies	39	(one animal constitutes a herd)	
Number of Goats	30	Number of Poultry	2275
Number of Sheep	39	(Farms consisting of 25 birds or more)	
Number of Donkeys	4	Number of Poultry Flocks	2
Number of Llamas (domestic)	2		

Signed: Allison Hayes, Inspector of Animals

Date Completed: Dec. 26, 1991

TOWN: Boxford

COUNTY: Essex



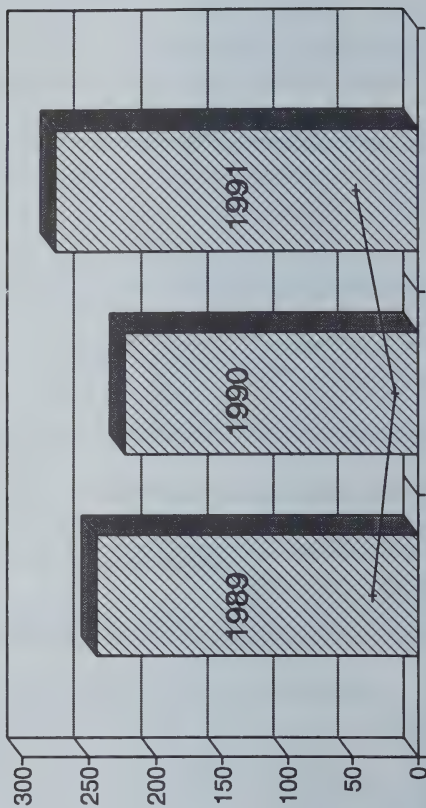
# Building Department:

## Inspector of Buildings --- Permits in 1991

Month	#	Dwelling	#	Garage	#	Addition	#	Renovation	#	Barn	#	Storage	#	Pool	#	Misc.
January	3	\$671,000	2	\$74,300	2	\$30,000	1	\$16,500	1	\$4,000	1	\$7,260			5	\$18,000
February	3	526,700			1	10,050	5	69,121								
March			1	21,000	4	32,000	8	187,750			1	2,172	1	\$12,500	5	15,195
April	6	979,000				106,720	7	214,000					1	15,000	10	30,685
May	8	1,004,000			11	134,480	7	100,300			1	1,000	1	14,500	9	47,000
June	5	920,200			12	8,000	7						4	37,130	5	54,750
July	2	340,500			2	90,350	2	7,000			2	5,340	4	36,400	4	31,600
August	3	525,850			8	146,850	4	61,850	1	35,000					2	6,500
September	6	495,000			6	35,060	3	28,220	1	1,000						
October	3	575,000		20,000	4	35,420					1	1,000	3	\$40,500	3	21,700
November	1	220,000			4	235,000	2	55,000					1	\$10,000		
December	7	1,520,140			4	90,100	2	25,500							3	2,000
Totals	47	\$7,777,390	4	\$115,300	62	\$954,030	41	\$765,241	6	\$122,900	6	\$16,772	15	\$166,030	46	\$227,430

Total Fees Collected: \$42,535.39

Total Construction Value: \$10,776,093.00



15% Overall increase

175% increase  
in home Permits

## **BUILDING DEPARTMENT**

### **Plumbing & Gas Inspector**

There were 126 plumbing permits and 100 gas permits issued in 1991. This represents a 25% increase over 1990. This can be attributed to increased construction activity and the greater availability of natural gas as more gas mains are installed in Boxford.

A total of \$6,460.00 in fees were collected.

Respectfully submitted,  
William Crowell  
Plumbing & Gas Inspector

### **Wiring Inspector**

There were 229 wiring permits issued in 1991. This represents a 13% increase over 1990.

Please remember that a final inspection is required to close your wiring permit. It is in your best interest and safety to request this inspection. If you have an outstanding permit please call this office [887-3270] to arrange a final inspection.

A total of \$9,125.00 was collected in fees.

Respectfully submitted,  
John Thompson  
Wiring Inspector

### **Inspector of Buildings**

1991 saw a dramatic increase in new home construction. Contributing to this increase is Andrews Farm affordable housing project.

Two major projects may be permitted in 1992: Elderly housing and Potter's Farm. These two projects may account for over eighty residential units.

The fifth edition of Massachusetts State Building Code was introduced in 1991. Major modifications to the code were made that effect commercial, municipal, and industrial construction. The residential section of code is anticipated to be revised in 1992. Those builders wishing to preview those changes should review the CABO code.

The Building Department expects a busy year.

Respectfully submitted,  
Kevin M. Wood  
Inspector of Buildings

## SEALER OF WEIGHTS AND MEASURES

I respectfully submit the Annual Report of the Sealer of Weights and Measures for the year commencing January 1, 1991 to December 31, 1991. The office of the Sealer of Weights and Measures performed several functions as required by the National Bureau of Standards, directed by the U.S. Chamber of Commerce; the General Laws of Massachusetts as related to Weights and Measures and the rules and regulations of the State Division of Standards, now called "The Division of Consumer Affairs" and the Town of Boxford Massachusetts ordinances.

Scales and balances tested, adjusted, and sealed .....	11
Gasoline pump meters tested and sealed .....	2

Public Schools of Boxford personal weighers (scales) sealed as follows:

Masconomet Regional High .....	3
Cole School .....	1
Spofford Pond School .....	1
Total School Scales	5

No fees are charged to Public Schools.

Receipts Of Department Of Weights and Measures for 1991 .....	\$86.00
Expenditure of Department Of Weights and Measures for 1991 .....	\$350.00

The above was the Salary of the Sealer (\$250.00, 1 each 5 gallon test container (\$95.00) and 1 each funnel (\$10.00)

It should be noted that the Sealer also tested, sealed one gasoline pump meter and one diesel pump meter at the Town garage, at no cost to Town.

Respectfully submitted,

Francis P. Noyes

## VISITING NURSE ASSOCIATION

The Visiting Nurse Association of North Shore, Inc. is pleased to submit the 1991 Annual Report for Board of Health activities in Boxford.

### **I. Elderly Health Clinic Services provided by Kathy Parsons:**

**Four Mile Village**                      1st Thursday of Month    12:30-2:30 p.m.  
(and now 2nd Thursday of Month February through June 1992) 12:30-2:30 p.m.

**West Boxford Congregational Church**  
3rd Tuesday of Month 12:30-2:30 p.m.

**Total number of elderly served: 83**

**Total number of service units: 176**

## II. Influenza Immunization Program

October 30, 1991 280

November 1991 30

**Total number of flu shots to Boxford residents: 310**

**Total 1991 Boxford clinic hours:** 94

### III. Health Fair:

Held on September 23, 1991 in conjunction with the Boxford Council on Aging. Thirty-four people participated and received screening for cholesterol, diabetes, blood pressure, and weight.

#### IV. Communicable Disease Follow-up

	Number of Cases
Salmonella	1
Total communicable disease follow-up =	1

**Total communicable disease follow-up = 1**

The Visiting Nurse Association of North Shore appreciates the continued opportunity to serve the residents of Boxford. Please feel free to contact me directly if additional information is required or if I can be of further assistance in any way.

Sincerely,

**Nancy Taylor**  
Vice President Clinical Services and  
C.O.O.



**PLANNING AND  
ENVIRONMENTAL  
PROTECTION**

**Conservation Commission**

**Ipswich River Watershed District Advisory Board**

**Planning Board**

**Recycling Committee**

**Zoning Board of Appeals**

## CONSERVATION COMMISSION

The year 1991 brought 34 proposals for projects with wetlands impact. These proposals, known officially as Notices of Intent, covered a wide variety of activities, including home construction, additions, roadway/driveway construction, pond construction, swimming pool installation, site improvements, etc. These projects fell under the jurisdiction of the Massachusetts Wetland Protection Act and the Town of Boxford Wetland Protection Bylaw. Generally, the "Act" governs all activities within a wetland resource area and, when applicable, an associated 100 foot buffer zone.

The Conservation Commission reviews and conducts public hearings for each Notice of Intent. The Commission then issues an Order of Conditions which outlines in detail the sequence of construction and/or mitigation measures to protect the wetland from adverse impacts. The Commission issued 23 Certificates of Compliance during 1991. These Certificates are issued only when the Commission is fully satisfied that the project has been completed according to the "Conditions".

Several informal contacts were made during 1991 to inform citizens that observed activity which could have adverse impact on a wetland. The Commission can issue an Enforcement Order if serious violation occurs. Activities that come under question, generally involve clearing of brush or trees, piling of leaves or brush, planting grass, etc., in a sensitive area.

Work continues on the Bylaw Subcommittee to clarify and strengthen our Town Wetland Protection Bylaw. Coordinating and preparing the new bylaw for implementation is one activity that has been delayed by the departure of Deborah Johnson, former Administrator to the Commission. Other office functions, permit follow-up, field observations and enforcement activities which have also suffered delays due to the elimination of this position from the budget.

The Commission is also charged with managing conservation lands including the Wildcat Reservation. The Commission also reviews and recommends to the Town, potential properties for Conservation Restrictions, easements, or acquisition. The purchase of the "Thurston Woodlot" was completed in 1991. This acquisition added about 14 acres of beautiful woodland to the Wildcat Reservation. Other properties remain under consideration also.

The Commission wishes to thank David Trask for his Leadership and guidance as Chairman. Thank you once again to Jane Coe, our volunteer Recording Secretary, whose work has been outstanding. The Commission also wishes to thank all those who volunteered time and energy during 1991, especially Werner Low, Bill Cargill and David Woonton. Thanks again to Rich Tomczyk for his work on the Bylaw Subcommittee.

Kevin F. Bell, Chairman  
David J. White, Vice Chairman  
Russell Hopping  
Gerard D. Irmer  
Chester A. Riley  
Jeffrey Hatcher

## IPSWICH RIVER WATERSHED DISTRICT ADVISORY BOARD

The Ipswich River Watershed District was established by the MA Legislature in 1966. The District is under the direction of a five member commission appointed by a larger Advisory Board made up of representatives of Cities and Towns along the Ipswich or having water rights to the River. The stated purpose of the Commission is to "investigate available water resources for the district and methods of preserving and increasing such resources." The five member Commission that is elected from and by the Advisory Board is supposed to meet at least four times a year; the Advisory Board is supposed to meet twice a year.

The current purpose of these brief Advisory Board meetings has been to give water supply officials in the member communities a chance to exchange information on water supply activities, hear presentations by state and federal staff on various regulations that affect community water supplies, and discuss any water supply problems with other water supply professionals in the watershed.

### May 2, 1991 Advisory Board Meeting:

- Representatives from 12 of the cities and towns were present and reported on water supply related activities in their communities.
- Dr. George Zoto, MA DEP, explained the goals of the **MA Watershed Protection Program** (aiding communities in avoiding water supply filtration costs; establishing standards for watershed management program for all water utilities) and the underlying premise of the program (preventing contamination of the water source is far better and less expensive than cleaning up a source or treatment). A handout outlined key elements of watershed protection: delineation of watershed and aquifer boundaries, identifying sources of contamination, options for protecting water sources from contamination (including land purchases, zoning overlays, restrictive and protective agreements, water protection districts, etc.), and monitoring. Call Dr. Zoto for more information (617-292-5966).
- Maria Van Dusen, Riverways Program, MDFWELE, first spoke in support of S 849, a bill to establish a **Massachusetts Riverways Act**. This Act would regulate development within 150 feet of MA rivers, thus providing many benefits for water quality and wildlife within the Commonwealth. Ms. Van Dusen also reported on current and potential water-related projects in the Ipswich River Basin: (1) there is a possibility of funding from an EPA §319 grant to study non-point source pollution in the Ipswich River basin; (2) MAPC is conducting a watershed study for seven up-river communities.

Ms. Van Dusen then described the Riverways Program effort to coordinate all citizens, members of town boards, environmental organizations, and landowners interested in preparing a **conservation strategy for the Ipswich River Basin**. The goal is to conserve critical lands in the watershed by inventorying nodes of critical wildlife habitat and identify corridors of undeveloped land linking the nodes using MassGIS for cartographic modelling. The project will develop a variety of maps and graphics to assist Conservation commissions in communicating land protection goals, provide a valuable reference for land trusts in developing long range acquisition plans, and help educate the public about their environmental neighborhood and its ecological connections.

### **November 7, 1991 Advisory Board Meeting:**

- Representatives from the cities and towns present reported on water supply related activities in their communities.
- Tom Knowlton, Beverly-Salem Water Supply Board, reported on the activities of the **MA Water Resource Commission**.
- Martin Pillsbury, Metropolitan Area Planning Commission (MAPC), reported on the **water supply protection study** for eight communities. Watersheds included in the study include the Ipswich, Shawsheen, Mystic, and Saugus River Basins.
- Maria Van Dusen, Riverways Programs, MDFWELE, reported on the newly funded **Ipswich River Nonpoint source (NPS) Control & Prevention Project**.

The IRWDAB meets twice a year, on the first Thursday of May and November, usually in the Lynnfield Town Hall, from 2-4PM.

Jennie Bridge  
Boxford Representative  
Advisory Board Chairman, and  
IRWD Commissioner



## **PLANNING BOARD**

1991 was another very difficult year for the real estate market throughout the country and Boxford was no exception. Although it appears at years' end that the market in Boxford may finally have bottomed out and sales begun to pick up, house values have declined by 10 to 30% since their 1987 peak, and lot values, by almost 50%.

### **SUBDIVISIONS**

Reflecting the difficult market, subdivision activity was minimal during 1991. For the first time in the last 20 years, not a single subdivision was approved during the year. However, one existing subdivision, Christmas Tree Farm, was modified by lengthening its read, and a preliminary submission of another, King Edward Court, was disapproved. Only two Approvals-Not-Required (lots with frontage on already existing ways) were created during the year.

In further reflection of the times, two previously approved sub-divisions, Saddle Hill Estates and On-The-Water Way were foreclosed upon by their respective banks and two banks which had been holding bonding money for the Town to ensure completion of subdivision roads failed. Fortunately by moving quickly, the Board was able to protect the Town's interest by claiming the bond sum in each case (a total of \$365.00) just before the banks closed.

### **ORGANIZATION CHANGES**

Deborah Johnson, our very able Planning Board Administrator (whose services we shared with the Conservation Commission) resigned in March to move to California with her family. She had provided us with invaluable assistance in all aspects of the operation of the Board and we will miss her greatly. She has not been replaced due to budgetary constraints. An override effort to continue to fund this position failed to gather sufficient support from the Town.

Jane Langton, our faithful secretary for the last five years fell victim to the same budgetary problems in July requiring the individual Board members to pick up both their duties. We will miss Jane's great assistance and presence.

### **SUBDIVISION REGULATIONS**

The Board re-wrote its Subdivision Rules and Regulations during the year to further tighten and restrict the process of creating new subdivisions in Boxford. One of the chief changes was to require that developers fund an independent review of their proposals by a professional engineer selected by the Board to guarantee their completeness and accuracy and to identify and rectify any potential problems. This will partially fill the void resulting from the loss of our Administrator.

### **ZONING**

The Board recommended, and the Town approved at its Annual Meeting in May, two changes to Boxford's Zoning Bylaw. One required that all parking in Business Districts be contained within that District and the other created a 100 year Storm Flood Plain District based on the Federal Emergency Management Agency (FEMA) maps drafted by it for the Town. This latter change allows buildings already existing in the Flood Plain to be covered by federally subsidized flood insurance but prohibits any new buildings in the Flood Plain.

The Town's Zoning Map was revised during the year by HDM, a professional cartographic consultant, under the direction of the Board to incorporate the new Flood Plain District and other changes made since the last revision in 1988.

## **PERSONNEL**

The Board accepted with reluctance at years' end the resignation of members Richard Shaw for personal reasons and William Cargill, Jr. to assume a vacant seat on the Board of Appeals. They each served diligently and we will miss their effort, wisdom and friendship.

Craig Falk, Chairman  
Member Boxford Housing Partnership

Kendall Bagge, Vice Chairman  
Chairman, Subdivision Committee

William Cargill, Jr.  
Representative to the Zoning Board of Appeals  
Subdivision Committee

Werner Low, Clerk

Robert Nordstrom  
Representative to Board of Health  
Alternate Subdivision Committee

F. Richard Shaw  
Joint member to Conservation Commission

David Wooton  
Representative to Land Acquisition Committee  
Subdivision Committee

## RECYCLING COMMITTEE ANNUAL REPORT 1991

1991 has been a year of change for the Recycling Committee. The first half of the year was spent putting together a proposal for annual Town Meeting. The proposal was a result of a town commissioned study that concluded space was running out in our landfill and the town needed to change its mode of accepting and burying trash in the landfill. The Recycling Committee's proposal included building a transfer/compaction station and an expanded recycling center. The transfer station option was voted in at annual Town Meeting in May and voted down a month later at a special town meeting.

Boxford started curbside recycling along with curbside trash pick-up in August. There were initial points of confusion common to embarking upon any new project, but residents have been very enthusiastic in their support of and participation in curbside recycling.

Boxford concurrently runs a drop-off recycling center near the entrance to the landfill on Spofford Pond Road for items not included in the curbside program. Our committee applied for and received an equipment grant of two 40-yard closed roll-offs from the State to enable us to add corrugated cardboard and polystyrene plastic, #6 PS, to the accepted items at the drop-off center. See the following page for the list of items currently being recycled and the proper preparation of materials.

In coordination with the Garden Club and the League of Women Voters, our committee replicated different backyard composting options including worm bin composting at the Apple Festival. We coordinated leaf drop-off collection points in the fall at Ingaldsby Farm and a local nursery to meet the ban on leaves going into our landfill.

A goal of the Recycling Committee has been to integrate recycling into the entire community. To that end, a group of sixth graders worked with our committee and the local cable station to put together video spots that educate residents on how to prepare recyclables. They also taped several "environmental tips" that are played as public service announcements on Boxford's channel 3 TV station.

Our group was also able to obtain a recycling collection box for every classroom in both elementary schools. This happened late in the year, but all elementary children now have the opportunity to learn about and participate in the same type of program that is offered to all residents of Boxford.

We ended the year by spearheading a Christmas tree recycling/chipping program at the drop-off recycling center.

Teri Allen, Chair  
Carole Fitch  
Lorraine Ott  
Karen Sheridan  
Betty Strong

The following is a breakdown of materials recycled and thus diverted from our landfill during 1991:

	Glass	Plastic	Aluminum	Newspapers/ Magazines	Scrap Metal/ Tin Cans	Cardboard
Jan	5 ton	0 ton	100 lb.	37.71 ton	6.32 ton	
Feb	5	.35	100	20.53	0	
Mar	5	.85	100	21.28	5.13	
Apr	5	.3	100	32.19	12.5	
May	10	.85	200	32.25	19.71	
Jun	0	.5	0	30.2	11.66	
Jul	5	.95	100	29.92	19.31	
Aug	4	1.17	100	49.96	10.26	
Sep	14.89	.88	0	57.46	4.26 SM 1.85 TC	
Oct	7.86	1.22	.37 ton	68.89	4.72 SM 2 TC	1.50 ton
Nov	0	.8	0	0	0	1.28
Dec	7.93	1.42	0	52.55	5.9 SM 2.8 TC	3.08
<hr/>						
69.68		9.29	.77 ton	432.94	99.77 SM 6.65 TC	5.78

TOTALS	TONS	CUBIC YARDS
GLASS	69.68	331.81
PLASTIC	9.29	580.63
ALUMINUM	.77	30.8
NEWSPAPERS/ MAGAZINES	432.94	1,731.76
SCRAP METAL	99.77	960
TIN CANS	6.65	91.72
CARDBOARD	5.78	160
SALVATION ARMY BINS		Emptied 100 times
<b>TOTALS</b>	<b>624.88 tons</b>	<b>3,886.72 cubic yards</b>



This tonnage does not include the Salvation Army bins that were emptied 100 times. Cardboard tonnage reflects 8 months of collection beginning May 1991.




# CURBSIDE RECYCLING

## Identifying & Preparing Recyclables

Here is a chart to get you started on sorting recyclables properly so they can be processed and made into something new.

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
GLASS	Bottles & jars that have been used for food or drink.	Rinse clean; remove metal or plastic rings & corks. O.K. to leave paper labels on.	Broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, etc. metallic or foam coverings
PLASTIC  PETE  HDPE <small>(High Density Polyethylene)</small>	HDPE-type: opaque plastic used for milk, water, cider, detergent, etc. PET-type: clear plastic used for soda, salad dressing, etc.	Rinse clean; remove metal or plastic caps & rings.	Plastic lids & bands. Any item that is not marked HDPE or PET.
ALUMINUM	Only pure aluminum cans.	Rinse clean. Remove paper labels.	Bottle/jar lids, pie plates, foil, cans with paper or plastic parts.
METAL CANS	Steel or tin & mixed metal cans.	Rinse & remove labels. (Remove top & bottom if you want to flatten them for easier storage.)	Cans with paper parts in them, paint cans or scrap metal.
NEWSPAPER	Newspapers, magazines, junk mail, colored/white/computer paper, catalogs.	Put into paper bags or tie in bundles	Corrugated cardboard, waxed/coated paper, plastic windows in envelopes.
Use it up, wear it out, make it do, or do without. New England Proverb			

# DROP-OFF RECYCLING

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
CORRUGATED CARDBOARD	Heavy cardboard, usually brown, with ridged layer sandwiched between two flat sheets.	Must be flattened. Keep dry.	Cereal boxes, waxed cardboard, frozen food boxes, milk or juice boxes, other types of cardboard.
POLYSTYRENE PLASTIC 	Rigid packing forms and peanuts; foamed trays & cups; see-thru convenience food containers marked PS #6.	Rinse Clean	Any item that is NOT marked PS #6 such as #1, #2, #3, #4, #5, #7 and unmarked.
METAL APPLIANCES	Washers, dryers, refrigerators, stoves, ovens, water heaters.	Doors off.	TVs, wood, cement, tires, plastic parts.
SCRAP METAL	Pipes, wire, cast iron, mixed heavy metals, light iron.	Place in metal bin. Containers must be empty & free of residue.	No closed containers.
MOTOR VEHICLE BATTERIES	Car, truck, motorcycle, open cell.	Place on pallet at Center.	Household alkaline batteries, open cell with cracks in cells or casings.
SALVATION ARMY ITEMS	Clothing, shoes, toys, books, small appliances.	Clean, reusable. Boxed or bagged, must fit in container.	Soiled, torn or unusable items too big to fit in bins.
WASTE MOTOR OIL (1st & 3rd Sat. ONLY)	Crank case oil, diesel oil, transmission fluid.	Capped containers.	Gasoline, anti-freeze, brake fluid, PCBs, etc. Anything other than what is specifically allowed.
LEAD NECK SLEEVES	Lead sleeves on wine bottles.	Remove from wine bottle.	Plastic neck sleeves, wine bottles.

## DROP-OFF RECYCLING CENTER

Located at entrance to landfill, 15 Spofford Pond Rd.

Open Saturdays from 8:00 AM to 3:30 PM

These items can only be recycled at the drop-off recycling center NOT at curbside.

The reverse holds true for the curbside recyclables, only curbside, NOT drop-off.

## BOARD OF APPEALS

During the year there were 7 applications for Special permits with 6 granted and action on one deferred. There were applications for two Variances with one granted and the other withdrawn. A Comprehensive Permit previously granted was amended, and the Appeal of a decision of the Inspector was denied. Two Appeals to the Superior Court of earlier Board Decisions were withdrawn and there are none pending.

It had been expected that there would be an increase in the number of Variances or Special Permits in connection with Title Searches on the increased number of properties being offered for sale on Non-Conformities discovered in the course of the issuance of Building Permits for alterations of existing structures by people who might ordinarily have sought new homes. This did not materialize - which speaks well for the state of Town-wide zoning compliance and enforcement.

It is expected that an Application for a Comprehensive Permit for 100 units of Affordable Housing, to be financed by the Federal Farmer's Home Administration, at a location in West Boxford will be received shortly. The Boxford Housing Partnership has been meeting with the developer to discuss and evaluate various proposals and modifications over a period of several months.

The Developer felt strongly that because the final negotiation of compromises and concessions, and the agreement to or the imposition of conditions was nominally part of the Comprehensive Permit Process, the Board of Appeals should be aware of the basis, intent and purpose of the Housing Partnership's recommendations. To accomplish this the Board of Appeals twice met jointly with the Housing Partnership and the Developer.

Last year the Board was able to return over \$500 of its appropriation and it presently appears that - absent something totally unexpected - we will be able to stay with this year's reduced Appropriation and will not require any increase for 1992-93.

In December William R. Cargill, Jr. who has served for several years as Liaison with the Planning Board was appointed to the Board to fill the vacancy created when long-time member Don Houser declined reappointment. Don has been on the Board since 1981 and his diligence and sound advice will be much missed.

Carlyle W. Thomas - Chairman  
Robert H. Clewll - Vice Chairman  
Donald E. Houser - Retired  
William R. Cargill, Jr. - Clerk

Alternates:  
Steven J. Kokkins  
Douglas K. Stuart

# **COMMUNITY SERVICES**

**Arts Council**

**Council on Aging**

**(H.A.W.C.)**

**Help for Abused Women and Their Children**

**Tri-Town Council on Youth  
and Family Services, Inc.**

**Historic District Commission**

**Historic Document Center**

**Recreation Committee**

**Boxford Bay Circuit Program Committee**

**Veterans' Services**

**Veterans' Graves Officer**



## BOXFORD ARTS LOTTERY COUNCIL

The intent of the Massachusetts Arts Lottery Council is to provide a supplemental source of public funds to be used for the support and betterment of the Arts. The use of this public arts funding may apply to capital outlays, seed funding, individual artists, and operational expenses. The guidelines allow for the greatest amount of choice at the local level and the greatest amount of creativity.

The Boxford Arts Lottery Council will receive approximately \$1000 in 1992 from the Massachusetts Arts Lottery Council. The Massachusetts Arts Lottery Council is responsible for establishing the guide-lines for the use of funds and determining if applications for funds comply with these guidelines.

There has been a reorganization of the Arts Lottery Council on the state level. The amount of money available to individual town was reduced by about two thirds. The Fall 1991 cycle was eliminated. In the future money will be available only once a year instead of twice a year. Applications for the Arts Lottery grants for 1992 had to be received by the Boxford Council by mid-January.

Grants approved in 1991 were as follows:

- Spofford Pond School, museum quality enrichment program for sixth grade students on ancient Egypt, \$130.00
- Dixieland Jazz Band performs at annual Apple Festival, \$600.
- Photographic exhibit, "Out of the Shadows", Children with AIDS, presented at UMASS and locally, \$450.00

Money that has not been used will be carried over to our next funding period.

Our goals align with the state guidelines in providing funds for art and cultural activities for the public good in our local and regional community.

Respectfully submitted,  
Ellen Runk, Chairman  
Arts Council

## **COUNCIL ON AGING**

The work of the Boxford Council on Aging has greatly increased this year. We are dealing with two Home Care Agencies as well as Elder Services of the Merrimac Valley who provide Companions, Respite Care and Visiting Nurse Services. It is a great way to keep Elders in their own homes and to provide these services at the least cost.

### **MEALS ON WHEELS**

Volunteers delivered 2,833 meals and volunteered 494 hours this year. This program is doing very well, thanks to our wonderful volunteers hot meals are delivered 52 weeks a year.

During the school year Spofford School serves Seniors meals 5 days a week. They have a good lunch at low cost and enjoy visiting with the children and friends.

### **TRANSPORTATION**

The N.E.E.T., Northern Essex Elder Transport, Inc., uses our Volunteers to take Seniors to Doctor and Hospital appointments; shopping and hairdresser appointments. It is a wonderful service which has completed 346 trips; driven 5,990 miles and contributed 457 hours. We served 31 new clients this year.

### **CLINICS**

There will be an additional clinic added to the two regular Clinics held each month to monitor Blood pressures and weight, since the response has been so great. In addition Eye Clinics have been held as well as four hearing Clinics. I am working on a Foot Clinic to be held in March.

### **ELDER SERVICES OF MERRIMACK VALLEY**

The Home Care budgets have been greatly cut in two successive years by the State and Federal government. Our yearly matching fund of only \$196 nets us services for Seniors in excess of \$22,000. They also provide us with the use of their protective services for any Senior at risk.

### **DIRECTOR / C.O.A.**

The Director attends monthly meetings of the Board of Directors of the Elder Services of the Merrimac Valley and serves on the Committee on Nutrition. She keeps in touch with area Directors of local councils on aging, by telephone and monthly meetings. She visits with Seniors by phone and home visits. To keep in touch with State and Federal happenings she meets with the Mass. C.O.A. organization, Sen. Bob Buell and Rep. Tim Clark.

We are very proud of our work for the Seniors of our Town and of the Board members of the Council on Aging listed below.

Judy Carr, Chairman  
G. Edwin Hadley, Vice Chairman  
Lawrence Holt, Treasurer  
Lula Gould, Secretary  
Jean Buell  
Milton Knauer  
Kathy Canonica  
Marie Cody, Director

**H.A.W.C.**  
**Help For Abused Women & Their Children**  
9 Crombie Street  
Salem, Massachusetts 01970  
*Office (508) 744-8552*  
*24 Hour Hot Line (508) 744-6841 & (508) 281-1135*  
*TTY Voice 9-5*

**PROGRAMS**

HAWC is a program providing emergency and support services to battered women and their children who live in one of 23 cities and towns on the North Shore. These services include:

1. Emergency shelter for battered women and their children.
2. 24 hour hotline providing crisis intervention, legal rights information and access to shelter.
3. Advocacy for legal, welfare, housing, medical and employment.
4. Children's Program.
5. Short term counseling for battered women.
6. Weekly support groups.
7. Community Education providing training workshops, speaking and media presentations to area agencies including police, hospitals and high schools.
8. Youth Outreach Program to address the experience of violence, power and sex roles with teens.
9. Pro-Bono Lawyers through joint project with Neighborhood Legal Services for custody, child support and divorce.
10. Volunteer involvement program.

Shelter is provided in one of two ways: in the 16 bed Emergency Shelter or within the safehome network operated by HAWC. Shelter stays may be up to eight (8) weeks and safe homes are available for up to five (5) nights.

Over 80 volunteers and paid staff provide the counseling on the hotline, in individual sessions and facilitate the three (3) support groups held weekly. Volunteer training is a 20 hour curriculum provided three (3) times a year.

## **FACILITIES**

The Shelter is in a secret location on the North Shore to insure the safety of the women and children residing there. In addition to the Emergency Shelter, HAWC operates community offices in Salem. Battered women seeking counseling, support group meetings and advocacy come to this office.

## **EVALUATION**

The agency is evaluated by its major funders, which includes the Massachusetts Department of Social Services, the Massachusetts Victim/Witness Assistance Board (VOCA funding), the Massachusetts Coalition of Battered Women's Services Groups and the United Way of Massachusetts Bay, as well as our Board of Directors. The organization develops yearly plans, as well as a five year long-range plan, against which progress is measured.

## **STATISTICS**

In 1991, HAWC served a total of 2,463 women and children which is a 35% increase over 1990. The need for services continues to exceed our capacity. In the shelter program, 267 families had to be referred to other shelters because the shelter was full.

Hotline Calls	1,800
Women Sheltered	59
Children Sheltered	96
Women in Safe Homes	3
Children in Safe Homes	6
Individual Counseling	30
Support Group Attendance	1,028
Court Advocacy	497
Community Education Presentations	103
People Attending Community Ed.	4,195



**TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES, INC.**  
**ANNUAL REPORT**  
**1991**

The \$12,650 received from the Town of Boxford last year helped the Tri-Town Council to serve the youth and families of Boxford through the following programs and services:

- Crisis Intervention and Special Needs counseling
- Peer Education
- Alternative Activities
- Job Bank
- Community Education
- Senior All Night Graduation Party
- Project CHARLIE substance abuse prevention curriculum training for Boxford elementary teaching staff
- Horizons after school enrichment program
- Derrick Sandersen alcohol and other drug prevention assembly
- Two-part workshop "Family Ties: Building Healthy Marriages and Families"
- Small support groups for youth and adults on a variety of issues
- Parent Training workshops
- AIDS education training
- Prom Week Activities

**PROGRAM HIGHLIGHTS:**

- This past year the Peer Education program has been made available to the elementary schools with skits, workshops and discussions for both students and staff.
- With the help of two student interns the Council was able to provide several specialized support groups for youth in crisis.
- The Horizons after school enrichment program for Boxford elementary students has broadened its base to include Middleton and Topsfield, as well as adults and families.
- The Masconomet eighth grade toured local businesses and industries as part of the Council's new Career Awareness Program.

In order not only to maintain, but also to increase necessary services to the community in a time of fiscal crisis, the Council has significantly reduced its operating expenses in the following ways:

1. Relocated the Council office to 40R Main Street, Topsfield. This move reduced occupancy expenses.
2. Eliminated the office manager position.

As we continue to look for new ways to cut costs and find alternative funding, we appreciate your ongoing support of the Council and its programs; and we look forward to another year serving the Town of Boxford.

Respectfully submitted,  
Edwin S. Vaeni  
Executive Director

## **HISTORIC DISTRICT COMMISSION ANNUAL REPORT 1991**

The Historic District Commission is charged with preserving and protecting: the historic integrity of Boxford's two historic districts: Boxford Village and Howe Village.

To carry out this mandate, the Commission meets once a month (fourth Tuesday, 8:00 P.M., Community Center) to review applications for Certificates of Appropriateness for changes to or on properties located within the two districts.

While in 1991 publicity has focused on HDC meetings relative to parking lot lighting at the library and signage at the community store, the Commission has also acted on applications for such diverse activities as demolitions, driveways and swimming pools in addition to the usual house remodeling.

A major goal for 1992 is to produce and circulate an informational guide for property owners in the districts.

There is an informational guidebook at the Boxford Village Library, **Establishing local Historic Districts**, which contains the regulations set forth in Chapter 40C, Mass. General Laws, under which this Commission operates.

The parameters of each district are shown on the zoning map of Boxford and the book **The Bay Circuit Guide to Walks in and around Boxford** (Boxford Trails Ass'n., Inc.) contains a map and excellent reference material for the Boxford Village Historic District.

This Commission welcomes input from all townspeople whether or not they reside in the districts.

Respectfully submitted,

Susan T. Peterson, Chairman  
Thomas E. Cargill, Jr.  
Virginia Havey  
Peter B. Loring  
William J. Rossi

Alternates:  
Albert C. Imhoff, Jr.  
Nancy N. Merrill  
Frances P. Nelson

## BOXFORD HISTORIC DOCUMENT CENTER

The Boxford Historic Document Center was established in 1976 by the Boxford Bicentennial Commission. It is run under the auspices of the Ingalls Memorial Library Association. Willa Paulson was the first archivist, followed shortly by Margaret Lane. Miss Lane remained as archivist until her retirement this Spring. Happily, she continues to volunteer at the Document Center, so we have not lost her extensive knowledge of Boxford and its history. Martha Clark is the current archivist.

We rely on volunteer staff to support many of the functions of the Document Center, including reference work and processing. This year our staff included Margaret Lane, Dorothy Woodbury, Lu Gould, Janet Mierzykowski, Gertrude Freeman and Agnes Schmitt. We are always looking for additional volunteers.

Two hundred and sixty-two people visited the Document Center in 1991. Our researchers, many of whom are from Boxford, use family papers, books, maps, photographs and microfilm to trace aspects of Boxford's history, often researching a particular family or house. Visitors also included Scout groups, students from Donald Doliber's classes at Masconomet, and members of the Killam family attending a family reunion. Much of the collection, especially local records, comes to the Document Center as gifts. When possible, we buy additional reference material to augment the collection.

The Document Center is open on Wednesdays, 9-4, and Saturdays, 10-3. There are several exhibits for visitors to enjoy, and the scale model of Boxford as it appeared in 1776. Books on Boxford's history and houses are available for sale.

Respectfully submitted,  
Martha Clark  
Archivist

## BOXFORD RECREATION COMMITTEE

Without the budget of past years, we have been unable to maintain the condition of the various fields. This has posed a safety hazard at different times. The conditions have barely stayed adequate, even with the efforts of many volunteers.

Camp Sacajawea (Stiles Pond) continues to be utilized by the Greater Lawrence Educational Collaborative as a day camp for the severely handicapped children from the North Shore. In addition, the camp has been used by many scouting organizations and town residents.

Due to budget restraints, we no longer fund the Memorial Day or July 4th Parades. These rely on private donations.

With members of the Boxford Trails Association and the Open Space Committee working with the Recreation Committee, we have been able to focus on passive and active recreational needs.

The continued growth of the varied sports programs, the increased trail usage, and interest in passive facilities will require increased funds to meet the demands. This past year over 1500 adults and children participated in these programs.

Very truly yours,

Kenneth Felton, Acting Chairman  
Susan Goodwin  
Beverly Ingalls  
Wendy Madden  
Nancy Merrill  
Janice Smallman  
Gerald Johnston



## BOXFORD BAY CIRCUIT PROGRAM COMMITTEE ANNUAL REPORT - 1991

August, 1991, saw the printing of The Bay Circuit Guide to Walks in and around Boxford. The Boxford Bay Circuit Program Committee produced this guide book with guidance from Charles Tracy of the National Park Service, River and Trails Conservation Program, and writer Julie Nagazina. This guide book is the second one in the Bay Circuit Program, the first one being The Bay Circuit Guide to Walks in Hamilton and Wenhams. Within Boxford, the guide book is available for sale at the Boxford Village Store and the Boxford Community Store.

Boxford's guide book features 11 areas for passive recreation. Included for each area is a fold out map and descriptions for suggested walks, historical and natural features. Also provided is the history of the Bay Circuit Program, trail etiquette and a description of the Bay Circuit trail through Boxford.

The open spaces covered on the designated Bay Circuit route are Willowdale State Forest, the Georgetown-Rowley State Forest, Boxford Town Park, Bald Hill Reservation (Boxford State Forest, Phillips Wildlife Sanctuary and the Essex County Greenbelt properties), and the connector areas to the Harold Parker State Forest. Three additional open spaces are included: Wildcat Conservation Area, Boxford Town Forest and Baldpate Pond State Park. The third guide book which will continue where Boxford's guide ends is being planned for 1992 by the Andover Trails Committee.

The Boxford Bay Circuit Program Committee is working with the Boxford Trails Association, Inc. on trail maintenance and communication with the trail owners and trail users through the BTA monthly newsletter and personal contacts. This committee and the BTA, jointly are Charter members of the Bay Circuit Alliance. The Alliance is a 'partnership of local, state and federal agencies, recreational, environmental and citizen groups, business and private citizens all working toward a common goal: to create a Bay Circuit recreation trail that will link the parks and open spaces' within 52 communities from Plum Island and Crane's Beach, north of Boston, to Kingston Farm in Duxbury, south of Boston, within Routes 128 and 495.

On Friday, June 7, 1991, this committee and other Boxford hikers participated in the Second Annual Bay Circuit Trek. Two groups, north and south, started at Cranes Beach and Duxbury on June 6. On June 7th, we led the trek members through the Boxford sector. On Sunday, June 10, both groups met at the Minuteman Park on the lawn beside Longfellow's Manse in Concord. This year the Third Annual Bay Circuit Trek will be held June 5-14, 1992. June 6th is Boxford's Day. This committee is planning a full day of Bay Circuit family activities with designated short and long hikes to suit the needs of everyone. This year, we are inviting horseback riders to join the Trek.

October 19, 1992, was a Bay Circuit trail maintenance day on the Lockwood Bay Circuit trail. A group of 20 volunteers under the guidance of Carl Demrow of the Appalachian Mountain Club, built stepping logs and stepping stones over wet areas and trimmed the trail along Fish Brook. Under the guidance of the Boxford Conservation Commission, we built a wetlands causeway for the trail. Other maintenance is done as needed by trail users. A trail user often removes a blowdown before others find it. Maintenance is a continuing item. We appreciate all help given.

Passive recreation includes walking, hiking, cross country skiing, birding, horseback riding and non-motorized vehicles. The horseback riders and mountain bikers need to be

aware that during certain times of the year, the trails should not be used. This includes the New England Spring mud season and any time the trail bed is soft from heavy rains. Bikers need to be aware that spinning wheels and sharp fast turns will dislodge the dirt from the trail. As a community of users who appreciate the trails, we must all be responsible for leaving the trails in good shape for future users. The Bay Circuit trail passes over both public and private lands. To continue to have this linkage, we must be sure that good relations between users and landowners continue.

This committee asks trail users to travel at their own risk and to be responsible for their actions and their children. Massachusetts General Laws Chapter 21, section 17c, protects the landowner by limiting his /her liability.

‘An owner of land who permits the public to use such land for recreational purposes without imposing a charge or fee therefor, or who leases his land for said purposes to the commonwealth or any political subdivision thereof shall not be liable to any member of the public who uses said land for the aforesaid purposes for injuries to person or property sustained by him while on said land in the absence of wilful, wanton or reckless conduct by such owner, nor shall such permission be deemed to confer upon any person so using said land the status of an invitee or licensee to whom any duty would be owed by said owner. The liability of an owner who imposes a charge or fee for the use of this land by the public for recreational purposes shall not be limited by any provision of this section.’

Respectfully submitted,

Nancy N. Merrill, Chairman  
Alison Chase  
Alexander Gillman  
Sue Goodwin  
Beverly Ingalls  
Mel Prohl  
JoAnne Weldon

**VETERANS' SERVICE DEPARTMENT  
NORTH ANDOVER - BOXFORD DISTRICT**

No expenditures were made by the Veterans' Service Department during fiscal 1991.

Respectfully,  
Richard E. Lahaye  
District Director

In 1946, Chapter 115 of the General Laws was passed by the General Court creating a Massachusetts Veterans' Services Department and called for the establishment in every city, town, or district a Department of Veterans' Services.

In 1947, the Selectmen of the towns of North Andover and Boxford voted to form a district and appointed a District Director of Veterans' Services to carry out the provisions of Chapter 115 of the General Laws. The general purpose of the District Director of Veterans' Services is the administration of the Veterans' Benefits Program to provide the utmost possible assistance to veterans and/or their dependents in time of distress or hardship. While the department is not PUBLICIZED in either community, I would like to take this opportunity, as the full-time director, to announce my office hours.

Town Hall - North Andover  
Mon.-Fri. 8:30-4:00  
Tel. 682-6378 Home 683-4257

Town Hall-Boxford  
Tel. 887-8181

Richard E. Lahaye  
District Director

## REPORT OF THE VETERAN'S GRAVES OFFICER

The cemeteries were inspected in early spring and all were in good shape regarding veterans lots. Flags were placed on graves one week prior to Memorial Day. There were no new veterans' graves reported to me this year.

The smallpox lot and the Bald Hill lot were visited and flags placed on graves. It was noted that someone had repaired a marker at the Russell cemetery. Some brush was also trimmed.

### NUMBER OF FLAGS PLACED THIS YEAR WERE:

Brookside	-	56	Bald Hill	-	1
Mt. Vernon	-	60	Small pox	-	1
Harmony	-	27	Ancient	-	1
Village	-	55			

The flags at all War Monuments were replaced throughout the year as appearances required.

Respectfully submitted,

Kenneth H. Chadwick  
Veterans' Graves Officer















## **BOXFORD INFORMATION**

The Town of Boxford was incorporated in 1685.

Population, 6,266

Number of residences, (1991) 1970

Registered Voters, December, (1991) 3,952

Area - 24.39 square miles

Population Density, (1991) - 257 persons per square mile

Miles of Roads, January 1, 1991 - 106

Number of Named Streets - 148

## **STATE AND FEDERAL REPRESENTATION**

### **U. S. SENATORS**

Edward M. Kennedy (D)  
United States Senate  
Washington, D.C. 20510  
(617) 565-3170 (Boston)

John F. Kerry (D)  
United States Senate  
Washington, D.C. 20510  
(617) 565-8519 (Boston)

### **U.S. CONGRESSMAN**

Nicholas Mavroules (D)  
1204 Longworth Building  
Washington, D.C. 20515  
(800) 272-6730 (Salem District Office)

### **GOVERNOR**

The Honorable William P. Weld (R)  
State House, Room 360  
Boston, MA 02133  
(617) 727-3600

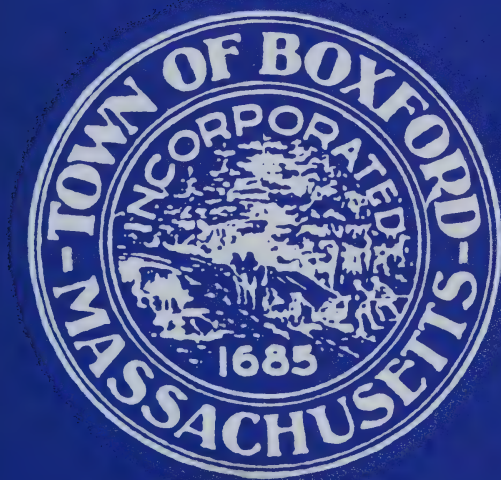
### **STATE LEGISLATORS**

Senator Robert C. Buell (R)  
State House, Room 321  
Boston, MA 02133  
(617) 722-1600  
Home: Woodcrest Road,  
Boxford, MA 01921

Rep. Forrester "Tim" Clark (R)  
State House, Room 167  
Boston, MA 02133  
(617) 722-2692  
Home: Sagamore Road,  
Hamilton, MA 01936



# **1992 Annual Report**



**Boxford, Massachusetts**



## IMPORTANT TELEPHONE NUMBERS

**EMERGENCY** (Police and Fire) ..... 887-8133

### **PUBLIC SAFETY**

Police Department..... 887-8135  
Fire Department ..... 887-8137  
Communications Department ..... 887-8136  
Dog Officer ..... 887-5349

### **TOWN OFFICES**

Board of Selectmen ..... 887-8181  
Accountant ..... 887-8181  
Assessors..... 887-3674  
Tax Collector..... 887-3673  
Treasurer ..... 887-3673  
Town Clerk ..... 887-8181  
Planning/Conservation Office (at Community Center) ..... 887-5661

### **SCHOOL DEPARTMENT**

Superintendent - Boxford..... 887-8961  
Superintendent - Masconomet ..... 887-2323  
Superintendent - North Shore Vocational..... 927-6178  
Harry Lee Cole School..... 887-2856  
Spofford Pond School ..... 352-8616  
Masconomet ..... 887-2323

### **HEALTH and INSPECTIONS**

Health Director (Sanitary Engineer) (at Community Center)..... 887-8841  
Inspectors:  
Animals ..... 352-6336  
Buildings (at Community Center)..... 887-3270  
Gas/Plumbing..... 887-3270  
Wire..... 887-3270  
Animal Control Officer..... 887-5349  
887-8135

### **LIBRARIES**

Boxford Village ..... 887-7323  
West Boxford ..... 352-7323

### **POST OFFICES**

Boxford Village (01921)..... 887-5339  
West Boxford (01885) ..... 352-6632

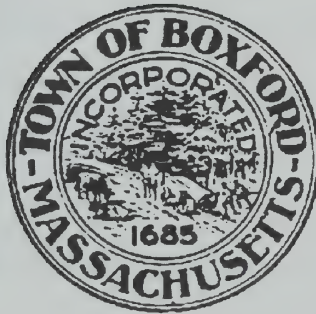
### **DEPARTMENT OF PUBLIC WORKS**

Highway Garage ..... (Communications) 887-8137  
(Garage) 352-6555

### **COMMUNITY SERVICES**

Historic Document Center ..... 352-2733  
Town Beach (Emergency Only) ..... 352-7033  
Tri-Town Council on Youth and Family Services..... 887-6512  
Veterans' Agent..... 682-6378  
Council on Aging (at Community Center) ..... 887-3591  
Sealer of Weights & Measures ..... 887-5591

**ANNUAL REPORT**  
**OF THE TOWN OF**  
**BOXFORD, MASSACHUSETTS**



**FOR THE YEAR ENDING DECEMBER 31, 1992**



# TOWN OF BOXFORD

## VOLUNTEER APPLICATION

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town committee, please complete the following and forward to:

Board of Selectmen  
Town Hall, 28 Middleton Road  
Boxford, MA 01921

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_

Areas of Interest

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Experience that would benefit the town through service on a committee, or expertise helpful to a town committee:

*THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN.*





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**HEALTH AND INSPECTIONS**

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# **TOWN OFFICERS**

**Elected**

**Appointed**

**Committees, Boards and Commissions**

**AD HOC Committees**

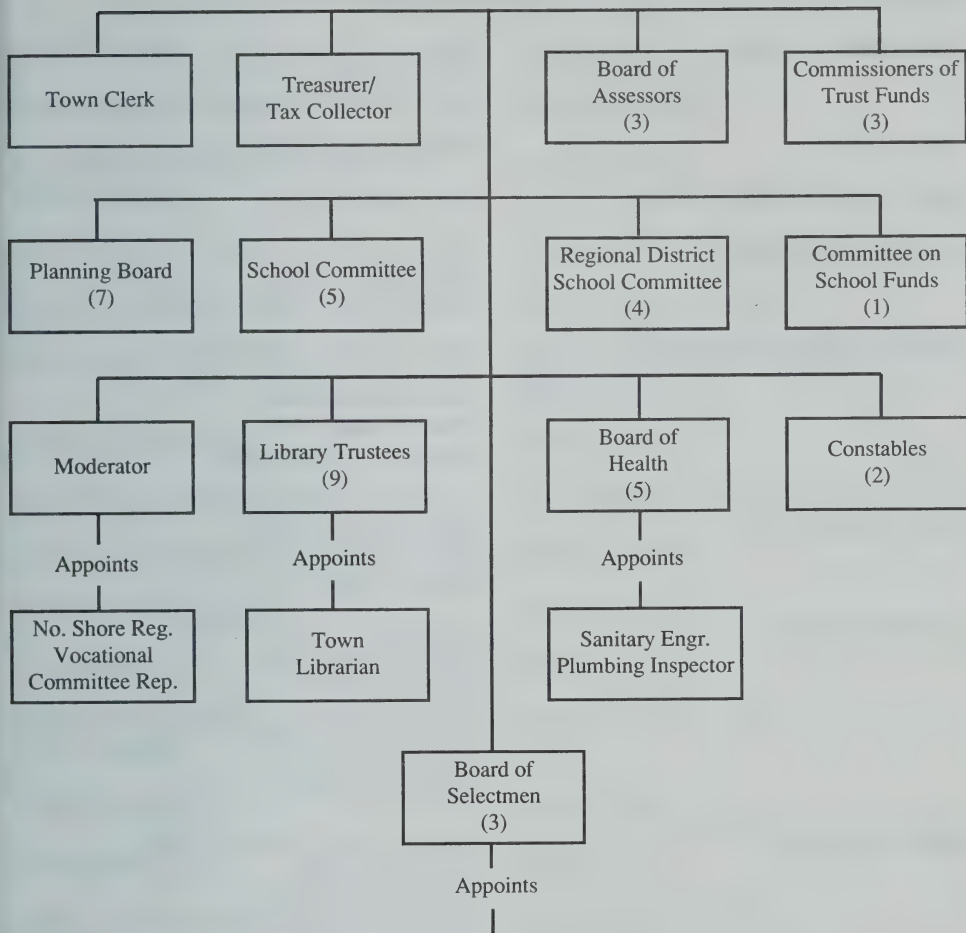
**Committee Meeting Schedule**





# Boxford Officials

## VOTERS ELECT



### OFFICERS:

Town Counsel  
Executive Secretary  
Superintendent of Public Works  
Police Chief  
Fire Chief  
Town Accountant  
Communications Director  
Civil Defense Director  
Forest Warden  
Animal Control Officer  
Parking Clerk  
Sealer of Weights and Measures  
Town Geologist

### COMMITTEES:

Council on Aging  
Board of Appeals  
Arts Council  
Conservation Commission  
Election Officers  
Fenceviewers  
Finance Committee  
Town Forest Committee  
Historic District Comm.  
Inspector of:  
Animals  
Buildings  
Wires  
Gas  
Plumbing  
Ipswich River Watershed

Personnel Board  
Recreation Committee  
Registrars of Voters  
School Building Committee

### AD HOC COMMITTEES:

All Building Committees  
Land Acquisition Committee  
Boxford Housing Partnership Committee  
Recycling Committee  
Computer Study Committee  
Boxford Bay Circuit Committee

## ELECTED TOWN OFFICIALS

MODERATOR	DeWitt Minich (1993)
BOARD OF SELECTMEN	Richard W. Ulman (1993) Audrey W. Romasco (1994) Robert J. Halloran (1995)
TOWN CLERK	Patricia A. Shields (1995)
TREASURER/TAX COLLECTOR	Alan J. Benson (1994)
BOARD OF ASSESSORS	Kenneth P. Kretsch (1993) Paul Bourgeois (1995) Charles W. Thiel (1994)
BOXFORD SCHOOL COMMITTEE	Mary H. Langer, Chairman (1994) Barry DeNofrio, Chairman (1993) Sharon Benson (1994) Charles Costello (1993) Stephanie M. Meegan (1995)
MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE	Sandra Blaiser (1995) Judith N. Erensoy (1993) Barbara E. McKenna (1994) Barbara E. Was (1993)
PLANNING BOARD	Craig E. Falk, Chairman (1996) Kendall E. Bagge (1994) Werner Low (1995) Robert P. Nordstrum (1996) Howard Altschiller (1993) Robert C. Gore (1995) Kurt B. Kaiser (1997)
BOARD OF HEALTH	Richard F. Taylor, Chairman (1993) Louise Kress (1992) Nancy A. Pearl (1994) Wayne G. Williams (1993) Lisa A. Jeffrey (1994)
TRUSTEES OF THE BOXFORD TOWN LIBRARY	Helen K. Millstein, Chairman (1995) Kathleen B. Gorman (1993) Judith M. Littlefield (1994) Richard H. Price (1993) Enid E. Thuermer (1994) Kathleen J. Ulman (1995) Nancy C. Woolford (1994) Barbara J. Schaller (1993) Dean Spofford (1995)
CONSTABLES — EAST PARISH WEST PARISH	Ronald Giovannacci (1993) David Smallman (1993)
COMMITTEE ON SCHOOL FUNDS	Richard P. Chadwick (1955 tenured)
COMMISSIONERS OF TRUST FUNDS	Judith F. Carr (1993) Charles E. Killam (1995) Charles D. Laderoute (1994)

## APPOINTED TOWN OFFICERS

(Town Appointed Officers term runs to June 30, 1993, except as noted)

TOWN COUNSEL	Donald Scutiére
EXECUTIVE SECRETARY	Thomas E. Hauenstein
SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS	Thomas F. Greene
POLICE CHIEF	Douglas A. Warren (tenured)
DEPUTY CHIEF OF POLICE	Gordon A. Russell, Jr. (1995)
FIRE CHIEF	Damon J. Dustin (resigned) Peter C. Perkins
TOWN ACCOUNTANT	William P. O'Brien
COMMUNICATIONS DIRECTOR	Elizabeth Russell
DIRECTOR OF PUBLIC HEALTH	John Romanski, R.S.
CIVIL DEFENSE DIRECTOR	Robert D. Hazelwood
DIRECTOR OF PUBLIC LIBRARIES	Adele McConaghy
VETERAN'S AGENT (District Director)	Richard E. LaHaye
FOREST WARDEN	Damon J. Dustin
TOWN GEOLOGIST	Richard Z. Gore
ANIMAL CONTROL OFFICER	Diane C. Waters (resigned) Helen L. Phillips
PARKING CLERK	Thomas E. Hauenstein
SEALER OF WEIGHTS & MEASURES	Edwin Bowerman
NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT REPRESENTATIVE	Charles F. Springer (1996)
ASSISTANT ASSESSOR	Barbara A. King
ASSISTANT TREASURER	Mary E. Bolen
DEPUTY TAX COLLECTOR	Richard Sullivan



## COMMITTEES, BOARDS AND COMMISSIONS

COUNCIL ON AGING	Judith F. Carr, Chairman (1995) Jean W. Buell (1996) Kathie A. Canonica (1995) Lula Gould (1993) Geraldine C. Dupuis (1996) Lawrence Holt (1995) Milton W. Knauer (1993)										
BOARD OF APPEALS	Carlyle W. Thomas, Chairman (1995) Robert H. Clewell (1993) William R. Cargill, Jr. (1994)										
BOARD OF APPEALS (Alternates)	Stephen Kokkins (1994) Douglas Stuart (1993) Robert W. Conroy (1995)										
COMPUTER STUDY COMMITTEE	Cenkukkt Erensoy (1993) Charles Laderoute (1993) Charles W. Thiel (1993)										
ARTS COUNCIL	Ellen J. Runk, Chairman (1993) Janice M. Charles (1994) Jeanette W. Crimi (1993) Nancy Kucera (1994)										
BOXFORD CABLE TELEVISION	Leonard Rose (1993) Joseph A. Cameron (1993) Nathaniel S. Coolidge (1993)										
CONSERVATION COMMISSION	Jeffrey L. Hatcher (1994) (resigned) Russell T. Hopping (1994) Gerard D. Irmer (1994) Chester A. Riley (1995) Kurt B. Kaiser (1993) Peter J. Delaney (1995) Alexander Gillman (1995)										
ELECTION OFFICERS											
<b>Precinct I</b>	<table> <tr> <td><b>Democrat</b></td><td><b>Republican</b></td></tr> <tr> <td>Wendy L. Belinsky</td><td>Arthur Gingrande</td></tr> <tr> <td>Irene Decoulos</td><td>Ethel M. Houser</td></tr> <tr> <td>Joan F. Tarleton</td><td>Eleanor Becker</td></tr> <tr> <td>Elizabeth L. Strong</td><td>Barbara Ross</td></tr> </table>	<b>Democrat</b>	<b>Republican</b>	Wendy L. Belinsky	Arthur Gingrande	Irene Decoulos	Ethel M. Houser	Joan F. Tarleton	Eleanor Becker	Elizabeth L. Strong	Barbara Ross
<b>Democrat</b>	<b>Republican</b>										
Wendy L. Belinsky	Arthur Gingrande										
Irene Decoulos	Ethel M. Houser										
Joan F. Tarleton	Eleanor Becker										
Elizabeth L. Strong	Barbara Ross										
<b>Precinct II</b>	<table> <tr> <td><b>Democrat</b></td><td><b>Republican</b></td></tr> <tr> <td>Joyce Chub</td><td>Victoria M. Hubbard</td></tr> <tr> <td>Phyllis A. Leonard</td><td>Marilyn H. May</td></tr> <tr> <td>Helen McLaughlin</td><td>Marion R. Musial</td></tr> <tr> <td>Joyce A. Scutiene</td><td>Susan Price</td></tr> </table>	<b>Democrat</b>	<b>Republican</b>	Joyce Chub	Victoria M. Hubbard	Phyllis A. Leonard	Marilyn H. May	Helen McLaughlin	Marion R. Musial	Joyce A. Scutiene	Susan Price
<b>Democrat</b>	<b>Republican</b>										
Joyce Chub	Victoria M. Hubbard										
Phyllis A. Leonard	Marilyn H. May										
Helen McLaughlin	Marion R. Musial										
Joyce A. Scutiene	Susan Price										
FENCEVIEWERS	Board of Selectmen										

FINANCE COMMITTEE	Ruth N. Bortzfield, Chairman (1995) William F. Carney (1994) Manuel J. DeSouza (1994) Gerald R. Johnston (1993) John Lukowski Rizza (1993) Winston J. Rose (1995) Linda Wilcox (1993)
TOWN FOREST COMMITTEE	Paul R. French (1995) Phil Drinker (1993) Robert D. Hazelwood (1994)
HISTORIC DISTRICT COMMISSION	Susan Peterson, Chairman (1994) Ronald L. Dechene (1995) Christin W. Kaiser (1995) William J. Rossi, Jr. (1995) (resigned) James F. Sterio (1993)
HISTORIC DISTRICT COMMISSION	Nancy N. Merrill (1994) Frances P. Nelson (1993) (resigned)
INSPECTORS:	
ANIMALS	Allison A. Hayes (352-6336)
BUILDING	Kevin Wood (887-3270)
HEALTH	John Romanski (887-8441)
GAS/PLUMBING	William S. Crowell (530-1084)
ELECTRICAL	John P. Thompson (688-0183)
IPSWICH RIVER WATERSHED DISTRICT COMMISSION	Jennie Bridge (1993)
MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE	Jacqueline R. Newland Carol L. Schwefler Robert W. Conroy William P. Pucci Lynette S. Gray (resigned)
PERSONNEL BOARD	Julie G. Phalen, Chairman (1995) Charles J. Caperonis (1994) Arthur J. Dischino (1994) (resigned) Robert Was (1995) Mary Wendel (1994)
POLICE DEPARTMENT	Douglas A. Warren, Chief Gordon A. Russell, Jr., Deputy Chief Paul M. Bates, Sergeant Ronald Giovannacci, Sergeant William G. Decoff, Patrolman Robert D. Hazelwood, Patrolman John D. Iannazzo, Patrolman Bruce Allen Klinger, Patrolman Thomas J. Nentwig, Patrolman Peter G. Orlando, Patrolman Brian Williams, Patrolman Joseph P. Bogigian, Reserve Mathew C. Donovan, Reserve (resigned) Francine J. Gaynor, Reserve

POLICE DEPARTMENT *(continued)*

Susan J. Longo, Reserve  
Timothy E. Nangle, Reserve  
Paul E. Polonsky, Reserve  
Harold W. Trombly, Reserve  
John C. VanLoon, Reserve  
James B. Riter, Reserve  
Joan A. Goldsmith, Special  
Harold Sederquest, Special

RECREATION COMMITTEE

Susan Goodwin (1994)  
Gerald R. Johnston (1993)  
Wendy C. Madden (1993)  
Nancy N. Merrill (1994)  
Robert H. Bisceglia (1995)  
John A. Rowen (1993)  
Janis A. Smallman (1993)

RECYCLING COMMITTEE

Teri Allen (1994)  
Carole C. Fitch (1994)  
Lorraine Ott (1993)  
Karen L. Sheridan (1995)  
Betty Strong (1995)

REGIONAL RECYCLING COMMITTEE

Teri Allen  
Carole C. Fitch  
Karen L. Sheridan  
Mark Phelan (1993)

REGISTRAR OF VOTERS

Patricia A. Shields, Clerk  
George A. Gould (1995)  
Marie Markley (1994)  
Anne C. Mannheim (1993)

ASSISTANT REGISTRAR

Mary E. Bolen (1993)

SCHOOL BUILDING COMMITTEE

Charles Costello, Chairman (1993)  
Barry DeNofrio (1995)  
Richard D. Daly (1995)  
Jan E. Gustafson (1995)  
Charlotte D. Smallman (1995)  
Robert W. Russo (1995)

**SCHOOL SUPERINTENDENTS**

BOXFORD/TOPSFIELD SCHOOL UNION

Dr. Joseph Connelly

MASCONOMET REGIONAL  
SCHOOL DISTRICT

Dr. Richard A. Dussault

NORTH SHORE REGIONAL  
VOCATIONAL SCHOOL DISTRICT

Patricia W. Carlson, Ed.D.

## AD HOC COMMITTEES

### LAND ACQUISITION COMMITTEE

Ruth N. Bortzfield (1993)  
Robert W. Conroy (1993)  
Robert Nordstrom (1993)

### BOXFORD BAY CIRCUIT PROGRAM COMMITTEE

Alison Chase (1993)  
Alexander Gillman (1993)  
Susan Goodwin (1993)  
Beverly Ingalls (1993)  
Nancy Merrill (1993)  
Mel Prohl (1993)

### BOXFORD HOUSING PARTNERSHIP COMMITTEE

Enid E. Thuermer, Chairman (1993)  
Craig Falk (1993)  
Louise B. Kress (1993)  
Audrey W. Romasco (1993)  
Carlyle W. Thomas (1993)

### BOXFORD TRAILS ASSOCIATION

Nancy Merrill



## BOXFORD COMMITTEE MEETINGS

BOARD OF SELECTMEN	Monday	7:30 PM	Town Hall
BOARD OF ASSESSORS	2nd & 4th Wednesday	7:00 PM	Town Hall
BOXFORD SCHOOL COMMITTEE	2nd & 4th Thursday	7:30 PM	Spofford Pond School
MASCONOMET SCHOOL COMMITTEE	1st & 3rd Wednesday	7:30 PM	Masconomet
NORTH SHORE VOCATIONAL SCHOOL COMMITTEE	1st & 3rd Thursday	7:45 PM	North Shore Regional
PLANNING BOARD	1st & 3rd Wednesday	7:30 PM	Community Center
BOARD OF HEALTH	2nd Wednesday	7:30 PM	Town Hall
LIBRARY TRUSTEES	4th Thursday	8:00 PM	Boxford Village or West Boxford Library
BOARD OF APPEALS	4th Thursday	7:30 PM	Town Hall
PERSONNEL BOARD	1st Wednesday	7:30 PM	Town Hall
CONSERVATION COMMISSION	2nd & 4th Thursday	7:30 PM	Community Center
COUNCIL ON AGING	2nd Tuesday	7:30 PM	Community Center
FINANCE COMMITTEE	As posted		Town Hall
HISTORIC DISTRICT COMMISSION	4th Tuesday	8:00 PM	Community Center
RECREATION COMMITTEE	As posted		Town Hall
ARTS COUNCIL	As posted		Town Hall
CABLE TV COMMITTEE	As posted		Town Hall
LAND ACQUISITION COMMITTEE	As posted		Town Hall
BOXFORD HOUSING PARTNERSHIP COMMITTEE	As posted		Town Hall
RECYCLING COMMITTEE	As posted		Town Hall

# **GENERAL GOVERNMENT**

**Board of Selectmen**

**Perley-Parkhurst-Cole Memorial  
Trust Fund Guidelines**

**Town Counsel Report**

**Personnel Board**

**Boxford Housing Partnership Committee**

## BOARD OF SELECTMEN

The year 1992 would end up being kinder to Boxford on a fiscal basis than the previous few years. We started the year off with a more positive attitude on many issues. There was less snow, less ice, and lower heating bills than many other years. We also shared our positive feelings with controversy.

We had a controversial proposal for affordable housing in West Boxford, an American Disabilities Act that could cost the town a significant amount of money, and a request from the elementary school, which the Selectmen denied, for an early override. Some new recycling programs in the landfill offered some positive thoughts for the month, while some potentially expensive litigations loomed on the horizon.

During February we learned that long-time Boxford Selectman Robert Conroy would not run again and that our affordable housing project in West Boxford had been temporarily withdrawn. In a February 25 Special Town Meeting, we voted to support quarterly tax bills. The Board of Health asked the Selectmen to propose an enterprise account for the May annual town meeting to handle trash collection fees in a revolving fund format. We also learned in February that the schools would need an override at the May town meeting.

In March, the first of three arson cases plagued Boxford property owners. The United States Post Office began investigating the possibility of closing the West Boxford Post Office, and bottled water appeared in the Spofford Pond School because of water quality problems from their well. Frank Weatherby, Boxford's Town Clerk, resigned, ending many years of town service on March 31.

As tax time approached, Boxford property owners were burdened with their second arson case. With excellent police work by both the Boxford Police and Fire Departments, the first two arson cases were almost immediately solved. Boxford achieved a 34% curbside recycling rate — one of the highest percentages in the state. The Masconomet School Committee requested the postponement of regionalization until fall of 1992.

The month of May brought the town elections, where voters approved a \$130,789 override for the Boxford elementary schools and elected Bob Halloran to the Board of Selectmen to replace the retiring Robert Conroy. Boxford experienced its third arson case of 1992, and again, due to the efforts of the police and fire departments, were able to solve the case immediately. The United States Post Office seemed to be closing in on the West Boxford Post Office.

The month of June brought needed changes for the Department of Public Works and Boxford was visited by four lightning strikes in one evening. The police were asked to bear down on people with out-of-state license plates and bicycle groups who chose not to abide by the laws. The Selectmen voted approval for a membership in Comprehensive Housing Assistance Strategy (CHAS), along with other communities in Essex County, to enable the town to receive federal housing funds.

July brought a summer schedule and more comprehensive changes for the Department of Public Works, making it more responsive to taxpayer complaints. Anna Barbieri formed the Community Theatre Group.

Selectmen, in a joint August 8 meeting with the Conservation Commission, appointed a new Conservation/Planning Administrator, Cecile Cormier. Marie Cody

started fundraising for the chair lift at the Community Center that would allow Boxford to be in compliance with the new American Disabilities Act. The Selectmen okayed the painting of the Little Red School House by the Essex County Sheriff's Department, at no charge to the taxpayers, and the D.A.R.E. Program got a positive boost from Selectmen.

As usual, September brought another successful Boxford Apple Festival and another request from Police Chief Douglas Warren for D.A.R.E. funding. Selectmen designated the week of September 14 as Peter Sharis Week, in honor of his participating in the U.S. Olympics. The Boxford Board of Selectmen, after many years of trying, voted to adopt a final version of the Selectmen's Procedures Manual.

Boxford and Topsfield, in Special Town Meetings, voted not to support the PK-12 regionalization as proposed by the Masconomet School Committee. Middleton voted in the affirmative. The Selectmen voted to name the ball field at the back of the Cole School in memory of Christopher Cargill, the infant son of William and Alicia Cargill.

In November, Selectmen signed the collective bargaining agreements with the Police, Police Reserve, Superior Police Officer, Executive Secretary and the Department of Public Works. Selectmen met with Ed Becker of the Essex County Greenbelt and approved the placement of a second portion of Coolidge property off Topsfield Road into a Conservation Restriction area.

Two hundred thirty residents turned out for a Special Town Meeting on December 8 and approved contracts, some dating back two years, with the town's four unions, and voted down a proposal for a five-man Board of Selectmen. A Menorah joined the Christmas tree on the Town common during the holiday season.

Selectmen voted to eliminate mowing and grass cutting of the two churches in town and ended the year with a December 27 meeting to celebrate the retirement of the long-time Fire Chief, Damon Dustin, in a televised event with Fire Department members in attendance.

Richard W. Ulman, Chairman  
Audrey W. Romasco  
Robert J. Halloran



## 1992 PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND

**MASCONOMET SCHOLARSHIP FUND AWARDS \$5,000.00**

## SELECTMEN'S SCHOLARSHIP AWARDS

Cory L. Destribats	1,200.00
Jill Gregory	1,200.00
Todd Gregory	1,200.00
Nancy M. Jarman	1,200.00
Jason R. Lucey	480.00
Dennis W. Maccarone	600.00
Pamela J. Moline	1,200.00
Sandra J. Musial	1,200.00
Craig Rossi	480.00
Sam Shields	600.00

## SCOUTING ORGANIZATIONS

Hamilton Boy Scout Troop 35	545.00
Hamilton-Wenham Jr. Girl Scout Troop 922	104.00
Boxford Boy Scout Troop 51	337.00
Boxford Boy Scout Troop 41	210.00
Boxford Brownie Troop 610	59.23

<b>TOTAL AWARDS FOR 1992</b>	<b>\$15,615.23</b>
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# GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND

## GENERAL GUIDELINES:

1. This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:
  - To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have **completed** their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.
  - To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.
  - To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Selectmen may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.
  - To assist and encourage private or public organizations in the Towns of Boxford and Hamilton which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as Selectmen of the Town of Boxford deem necessary.
2. Any organizations requesting funds must specify that the funds will benefit **ONLY** children from Boxford, or Scout Troops from **BOXFORD OR HAMILTON**. Funds **may not be spent on adults** at any time.
3. Applications to the PPCMTF should be in the form of a letter to the Board of Selectmen. Requests for funds will be accepted through February 1 of the award year. Selectmen will conduct interviews of all applicants from February 1 through March 31, and will notify all applicants of their award status in late March and April.

Requests received **after February 1** will not be accepted, but will be considered for the next award period, providing the request is not withdrawn before the following year, February 1.
4. Any request which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.
5. All requests for funds, as well as any questions, should be directed to:

PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND  
c/o Executive Secretary  
Town Hall, 28 Middleton Road  
Boxford, MA 01921  
(508) 887-8181

## GUIDELINES FOR INDIVIDUALS

1. The sum of \$5,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:
  - \$1,000.00 scholarships distributed to (5) students.
  - Scholarships to be paid to the student's post-secondary school in four (4) equal installments — at the beginning of each semester over the two-year period.
  - Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship one year. At the end of that year, the scholarship reverses back to the scholarship fund.
  - Masconomet scholarships are to be distributed based on need and academic performance.
  - All applicants **who are high school seniors at Masconomet, must apply directly to:**

MASCONOMET SCHOLARSHIP FUND  
c/o Richard Dussault, Assistant Superintendent  
Masconomet Regional High School  
20 Endicott Road  
Topsfield, MA 01983

2. A small sum of money will be reserved by the Selectmen each year to be distributed to Boxford students graduating from private schools, and Boxford High School graduates entering or currently enrolled in the college, junior college, post graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

All individual students applying to the Selectmen for a scholarship, should submit the following information:

- High School Transcript (if you are in your first or second year of college).
- Current College Transcripts (all years).
- Breakdown of your costs for the school year.
- Breakdown of your income toward college costs.
- List of activities, which you have been involved with, within the Town of Boxford or at your school.

The Selectmen's Discretionary Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.

## GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS

1. Scout Troops are requested to provide the following information:
  - Leader's name, address and telephone number
  - Number of scouts in troop
  - Number of non-Boxford resident scouts
  - Specific request for funds; include amount requested, detail of equipment, activity, reason, etc.
  - Date by which funds are needed.
2. Scout Troops are requested to apply individually.
3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.
4. Although the Selectmen would prefer awards for capital or lasting equipment, they also recognize the need for educational trips which are required for badges and advancement. Selectmen will take these concerns into consideration in their review of pertinent applications.



## TOWN COUNSEL REPORT

### Court Activity:

1. ConsCom v. Lepito, et al  
Essex Superior Court C.A. 87-4049  
(judgment for the Town)
2. Stickney v. Insp. of Bldgs. (3rd Party Defendant)  
Essex Superior Court C.A. 91-0946  
(judgment for the Town)
3. Stickney v. State Bldg. Code of Appeals and  
Inspector of Buildings  
Suffolk Superior Court C.A. 91-8074-E  
(dismissed as moot — order vacated)
4. Neve v. Historic District Commission  
Essex Superior Court C.A. 92-01287  
(settled by agreement)
5. Kirmer v. Town  
Essex Superior Court C.A. 93-193  
(pending)
6. Levy v. Town  
Land Court C.A. 189940  
(pending)

Donald J. Scutiere  
Town Counsel  
2/17/93

## PERSONNEL BOARD

The Personnel Board continues to be a resource for the Town to deal with personnel issues for their employees (non-union) that are part of the Matrix System. We are pleased to welcome two new members this year — Mary Wendel and Bob Was. Arthur Dischino resigned after many years of service because of relocation. Also resigning due to a change in status were John Thatcher (also with many years of service) and Denni Quinn.

This year we had a successful joint meeting with the Topsfield Personnel Board. We shared ideas on many topics and intend to follow up with further joint meetings.

We have one vacancy on the Board which we are seeking to fill with an individual that has personnel experience.

Charles J. Caperonis, Chairman

Julie Phalen

Robert Was

Mary Wendel

## BOXFORD HOUSING PARTNERSHIP

Andrews Farm, Boxford's first affordable housing and the first under the Local Initiative Program in Massachusetts, is right on schedule. Of the fifty-five homes planned, twenty-five are built and twenty-four are occupied. This project produced \$29,000 in taxes this year. Throughout the year, applicants for the units were interviewed by members of the Partnership and advised as to the next steps in the procedure. In meetings with the Assessors, it was agreed that taxes would be abated each year for those units which qualify as affordable.

On February 25, 1992 the Selectmen and the BHP voted to participate in the Essex Home Consortium which provides housing assistance to communities under provisions of the Cranston-Gonzales Housing Act of 1990. The plan is small-scale, local preference, and benefits households earning about \$30,000 a year. Thomas J. O'Leary, Jr., County Planner from the Essex County Commissioners' Office, wrote the Comprehensive Housing Affordability Strategy (CHAS) for Boxford.

In September, Woodridge Realty Trust formally submitted a plan for affordable housing in the same area (West Boxford, off Route 133) that was considered last year as the Woods at Potter's Farm. Woodridge is proposed under the Local Initiative Program as sixty detached condominiums, fifteen of which would be affordable. The BHP and the developers met several times to discuss the timing of the geohydrological study, the market study, the pro-forma, the report from the Natural Heritage and Endangered Species Program and, most important, whether this project would be good for Boxford. At year's end, the Boxford Housing Partnership was uncommitted on partnering the proposal.

Enid Thuermer, Chairman  
Craig Falk  
Louise Kress  
Audrey Romasco  
Carlyle Thomas

# **TOWN CLERK**

**Town Clerk**

**Report of 1992 Annual Town Meeting**

**Report of 1992 Special Town Meetings**

**Report of Elections**

**Record of Births**

**Record of Marriages**

**Record of Deaths**

**Licenses and Permits**



## TOWN CLERK

1992 was a record-breaking year for voter turnout. The year proved to be a busy one starting with the Special Town Meeting and continuing with the Presidential Primary, Annual Town Meeting, Annual Town Election, a Recount, State Primary, Special Town Meeting and finally the Presidential Election. The Presidential Election hit an all-time high of 92% voting in Boxford, while State and Local Elections ran a close second and third. The issue of Regionalization of PK-12 brought a record number (734) of concerned citizens at our Special Town Meeting of October 20, 1992. I salute all those citizens who participated in the voting process.

The year started as usual but the winds of change were inevitable. The Town Clerk's office had a retirement of their long-time Town Clerk and the election of a new Town Clerk.

*"Everything changes but change itself."*

John F. Kennedy

## ANNUAL TOWN MEETING May 12, 1992

Voters of the Town of Boxford met at the Masconomet Regional High School Auditorium on Tuesday, May 12, 1992. Moderator DeWitt T. Minich called the meeting to order at 7:35 p.m. Following a tribute to retiring Selectman Robert W. Conroy and a State of the Town message by Finance Committee Chairman Ruth Bortzfield, the meeting continued and the articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to transfer from available funds a sum of money to pay bills of charge from prior fiscal years; or take any other action thereon.

1) Invoice for unpaid wages from three former members of the Board of Assessors, \$642.58.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 227 in favor and 45 opposed, to raise and appropriate \$642.58 to fund an invoice for unpaid wages from three former members of the Board of Assessors.

NOTE: Bills of Charge require an 80% vote.

The Finance Committee did not recommend adoption of this Article.

**ARTICLE 2.** To hear and act on the reports of the Town Officers and Committees.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to receive and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed.

**ARTICLE 3.** To see if the Town will vote to accept the provisions of Chapter 44, Section 53F $\frac{1}{2}$  of the Massachusetts General Laws, with respect to the creation of a Roadside Collection Solid Waste and Recycling Enterprise Fund, effective fiscal year 1993, and under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to accept the provisions of Chapter 44, Section 53F $\frac{1}{2}$  of the Massachusetts General Laws, with respect to the creation of a Roadside Collection Solid Waste and Recycling Enterprise Fund, effective fiscal year 1993, and under the direction of the Board of Health.

The Finance Committee recommended adoption of this Article.

**ARTICLE 4.** To see if the Town will vote to set the annual curbside solid waste collection fee at \$0.70 per 32 gallon bag or container (each use), said fee to fund the town wide curbside collection service and related expenses for FY 1993; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to set the annual curbside solid waste collection fee at \$0.70 per 32 gallon bag or container (each use), said fee to fund the town wide curbside collection service and related expenses for FY 1993.

The Finance Committee recommended adoption of this Article.

**ARTICLE 5.** To see if the Town will vote to raise and appropriate or transfer from available funds the following sums to be expended under the direction of the Board of Health for Roadside Collection of Solid wastes and Recycling:

Expenses-Contract	\$ 90,640
Expenses-Sticker printing	4,000
Expenses-Education/Mailing	<u>1,100</u>
Total	\$ 95,740

and that \$95,740 be raised from Roadside Solid Waste Collection fee receipts; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise \$95,740 from Roadside Waste Collection fee receipts, sums to be expended under the direction of the Board of Health for Roadside Collection of Solid wastes and Recycling:

Expenses-Contract	\$ 90,640
Expenses-Sticker printing	4,000
Expenses-Education/Mailing	<u>1,100</u>
Total	\$ 95,740

The Finance Committee recommended adoption of this Article.

**ARTICLE 6.** To see if the Town will authorize the establishment of a Recycling Revolving Account as authorized by Chapter 44, Section 53E $\frac{1}{2}$  of the Massachusetts General Laws, said account to be under the direction of the Board of Health and used for the deposit of receipts and fees collected on recyclable materials; said recyclable materials to be determined by a joint vote of the Board of Health and Recycling Committee and to be in compliance with all State health regulations; and, further, to allow the Board of Health, or the Recycling Committee with the approval of the Board of Health, to expend funds not to exceed \$60,000 for Fiscal Year 1993 from said account for the operation and maintenance of the Town Recycling Center; said authorization to be contingent upon the creation of specific recycling fees by the Board of Health for construction and demolition materials, tires and other materials banned from disposal in the landfill; and contingent upon an annual report from the Board of Health to the Town on the total receipts and expenditures of the Account each fiscal year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to authorize the establishment of a Recycling Revolving Account as authorized by Chapter 44, Section 53E $\frac{1}{2}$  of the Massachusetts General Laws, said account to be under the direction of the Board of Health and used for the deposit of receipts and fees collected on recyclable materials; said recyclable materials to be determined by a joint vote of the Board of Health and Recycling Committee and to be in compliance with all State health regulations; and, further, to allow the Board of Health, or the Recycling Committee with the approval of the Board of Health, to expend funds not to exceed \$60,000 for Fiscal Year 1993 from said account for the operation and maintenance of the Town Recycling Center; said authorization to be contingent upon the creation of specific recycling fees by the Board of Health for construction and demolition materials, tires and other materials banned from disposal in the landfill;

and contingent upon an annual report from the Board of Health to the Town on the total receipts and expenditures of the Account each fiscal year.

The Finance Committee recommended adoption of this Article.

**ARTICLE 7.** To see if the Town will vote to amend Article 2 of its General Bylaws by including the following new sections to become effective July 1, 1992:

Section 8. General Requirements of Officers of the Town

2-8-1 All officers of the Town shall turn over all fees collected by them by virtue of their office to the town treasury, with the exception of the fees collected by the Deputy Collector of Taxes, as defined in M.G.L. Chapter 60, Sections 15.10 and 15.11, who shall be allowed to retain certain fees collected as payment for serving in the position; or take any other action thereon.

2-8-2 All offices at the Town Hall and Community Center shall maintain minimum office hours as may be established by the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend Section 2-8-1 by adding the following sentence, "Adoption of this section shall not reflect on the integrity of persons who previously served in town offices where said fees were collected."

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote to amend Article 2 of the Town's General Bylaws by including the following new section to become effective July 1, 1992:

Section 8. General Requirements of Officers of the Town

2-8-1 All officers of the Town shall turn over all fees collected by them by virtue of their office to the town treasury, with the exception of the fees collected by the Deputy Collector of Taxes, as defined in M.G.L. Chapter 60, Sections 15.10 and 15.11, and with the exception of the fees collected by the Constables of the Town, as defined in M.G.L. Chapter 262, Section 8, who shall be allowed to retain certain fees collected as payment for serving in the position. Adoption of this section shall not reflect on the integrity of persons who previously served in town offices where said fees were collected.

Upon motion made, and duly seconded, it was VOTED, by majority voice vote, to amend the motion on this section to read as follows: "All offices at the Town Hall and Community Center, under the jurisdiction of the Board of Selectmen, shall maintain minimum office hours as may be established by the Board of Selectmen."

Upon motion made and duly seconded, it was VOTED, by majority voice vote to amend Article 2 of the Town's General Bylaws by including the following new section to become effective July 1, 1992:

Section 8. General Requirements of Officers of the Town

2-8-2 All offices at the Town Hall and Community Center, under the jurisdiction of the Board of Selectmen, shall maintain minimum office hours as may be established by the Board of Selectmen; or take any other action thereon.

The Finance Committee recommended adoption of this Article.



**ARTICLE 8.** To see if the Town will vote to amend various portions of Article 5 of its Bylaws, known as the Personnel Bylaw, by amending the Position of Outreach Worker in the Classification Plan, of Section 9, "Position Classes: Salary, Wages and Miscellaneous Compensation Schedules" and replacing it with the Classification Plan as submitted by the Personnel Board as printed in this warrant; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend various portions of Article 5 of its bylaws, known as the Personnel Bylaw, by amending the Position of Outreach Worker in the Classification Plan, of Section 9, "Position Classes: Salary, Wages and Miscellaneous Compensation Schedules" and replacing it with the Classification Plan as submitted by the Personnel Board as printed in this warrant. [to read "Office Worker"]

**ARTICLE 9.** To act on the proposed budget and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for use of several departments for fiscal year 1993, to wit: General Government, Finance, Public Safety, Education, Town Maintenance and all other necessary proper expenses during said fiscal year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$7,177,915 for use of several departments for fiscal year 1993, to wit: General Government, Finance, Public Safety, Education, Town Maintenance and all other necessary proper expenses during said fiscal year.

The Finance Committee recommended adoption of this Article.

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NOTE: At this time, we anticipate that Article 10 will be offered by the Finance Committee and the Board of Selectmen as a "contingent appropriation." This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be fully contingent upon successful passage of a Proposition 2 1/2 override ballot question. Should the override question fail, the appropriation would be rendered null and void.  
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**ARTICLE 10.** To see if the Town will vote to raise and appropriate, the sum of \$130,789 to additionally fund the fiscal year 1993 Elementary School budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$130,789 to additionally fund the fiscal year 1993 Elementary School budget, contingent upon the successful passage of the related override ballot question.

The Finance Committee recommended adoption of this article contingent upon passage of the related override question.

The Moderator allowed a five-minute recess at 9:58 p.m. The meeting was recalled to order at 10:03 p.m.

**ARTICLE 11.** To see if the Town will vote to appropriate from the Wetlands Protection Act fees collected, the sum of \$3,359.00, to offset the fiscal year 1993 Conservation Commission operating budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to appropriate from the Wetland Protection Act fees collected, the sum of \$3,359.00, to additionally fund the Conservation Commission/Planning Board office salary and wages account for permanent position, to offset the fiscal year 1993 Conservation Commission operating budget.

The Finance Committee recommended adoption of this Article.

**ARTICLE 12.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$7,500 to carry out the fifth year of testing in the five year annual water testing program under the direction of the Board of Health; said funds to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$7,500 to carry out the fifth year of testing in the five year annual water testing program under the direction of the Board of Health; said funds to be expended under the direction of the Board of Health.

The Finance Committee recommended adoption of this Article.

**ARTICLE 13.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$12,650 for the support of the Tri-Town Council on Youth and Family Services, Inc.; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$12,650 for the support of the Tri-Town Council on Youth and Family Services, Inc.; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

**ARTICLE 14.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$2,400 for the purchase of 1000 feet of 1<sup>1</sup>/<sub>8</sub> inch Forestry hose, 500 feet of 1<sup>3</sup>/<sub>4</sub> inch Forestry hose, 500 feet of 1<sup>3</sup>/<sub>4</sub> inch Initial Attack hose, said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$2,400 for the purchase of 1000 feet of 1<sup>1</sup>/<sub>8</sub> inch Forestry hose, 500 feet of 3 inch Forestry hose, 500 feet of 1<sup>3</sup>/<sub>4</sub> inch Initial Attack hose, said funds to be spent under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

**ARTICLE 15.** To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$20,400 to purchase and equip one police cruiser, and to authorize the Board of Selectmen to trade or dispose of the existing vehicle in any manner which they deem advisable, and to purchase two cruiser-mounted radar units, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$20,400 to purchase and equip one police cruiser,

and to authorize the Board of Selectmen to trade or dispose of the existing vehicle in any manner which they deem advisable, and to purchase two cruiser-mounted radar units, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

**ARTICLE 16.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$5,000, said sum to represent the Town's member share costs in Merrimack Valley Library Consortium, said funds to be expended under the direction of the Trustees of the Boxford Town Libraries; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$5,000, said sum to represent the Town's member share costs in Merrimack Valley Library Consortium, said funds to be expended under the direction of the Trustees of the Boxford Town Libraries.

The Finance Committee recommended adoption of this Article.

**ARTICLE 17.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$750 for the purpose of participation in the Help for Abused Women and their Children (HAWC) program; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$750 for the purpose of participation in the Help for Abused Women and their Children (HAWC) program; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

**ARTICLE 18.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$41,500 for the purchase of a new dump truck for the Department of Public Works, and to authorize the Board of Selectmen to trade or dispose of the existing vehicle in any manner which they deem advisable, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$41,500 for the purchase of a new dump truck for the Department of Public Works, and to authorize the Board of Selectmen to trade or dispose of the existing vehicle in any manner which they deem advisable, said funds to be expended under the direction of the Board of Selectmen.

**ARTICLE 19.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$30,875 to fund the renovations and maintenance of Town buildings, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$30,875 to fund the renovations and maintenance of Town buildings, said funds to be expended under the direction of the Board of Selectmen.



**ARTICLE 20.** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money to fund the following activities of the Recreation Commission: Fourth of July Parade, \$1,785; Passive Recreation support (trails maintenance, safety crossing signs), \$1,000; said funds to be expended under the direction of the Recreation Commission; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$2,785 to fund the following activities of the Recreation Commission: Fourth of July Parade, \$1,785; Passive Recreation support (trails maintenance, safety crossing signs), \$1,000; said funds to be expended under the direction of the Recreation Commission.

The Finance Committee did not recommend adoption of this Article.

**ARTICLE 21.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$3000 to fund the purchase of 2 mobile radios for the Fire Department, 1 6-Channel radio for the Fire Department, and 2 1-channel portable radios for the DPW, said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$3000 to fund the purchase of 2 mobile radios for the Fire Department, 1 6-Channel radio for the Fire Department, and 2 1-channel portable radios for the DPW, said funds to be spent under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to adjourn the meeting at 10:30 p.m. to a time certain, Wednesday, May 13, at 7:30 p.m. in the Masconomet Regional High School auditorium.

Registered voters attending the meeting were 368.

## ADJOURNED ANNUAL TOWN MEETING

May 13, 1992

Moderator DeWitt T. Minich called the second session of the Boxford Annual Town Meeting to order at 7:40 p.m.

With a quorum being present, the articles of the warrant were disposed of as follows:

**ARTICLE 22.** To see if the Town will vote to amend Article 12 of the General Bylaws [the Wetlands Protection Bylaw] to read as shown in the copy attached and mailed with the Annual Town Meeting Warrant, and available at this Annual Town Meeting; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to pass over Article 22.

**ARTICLE 23.** To see if the Town will vote to accept the following roads as public ways:

ALLEN CIRCLE in its entirety from station 0+0 to 4+4.45.50 as shown on a plan entitled "As Built Plan & Profile, Allen Circle, Boxford, MA, dated October 5, 1991, owner, Harry Koniaries, Mount Vernon Realty Trust, 72 Rowley Road, Boxford, MA, Engineer — Hayes Engineering, Inc., 603 Salem Street, Wakefield, MA, Plan Book 222, Plan 3".

ANNA'S WAY in its entirety from station 0+0 to 9+92.80 as shown on a plan entitled "As Built Subdivision Plan of 'Elm Farm' (Anna's Way), Boxford, MA, dated November 6, 1991, owner, Richard & Daniel Shaw, 10 Glendale Road, Boxford, MA, Engineer — Thomas E. Neve Associates, Inc., 447 Old Boston Road, Topsfield, MA, 01983, Plan Book 273, Plan 40".

HOOD CIRCLE in its entirety from station 0+0 to 6+07.79 as shown on plan entitled "As Built Plan & Profile, Hood Circle, Boxford, MA, dated October 5, 1991, owner, Harry Koniaries, Mount Vernon Realty Trust, 72 Rowley Road, Boxford, MA, Engineer — Hayes Engineering, Inc., 603 Salem Street, Wakefield, MA, Plan Book 256, Plan 38".

WYNDMERE DRIVE in its entirety from station 0+0 to 10+13.81 as shown on a plan entitled "As Built Road Plan, Wyndmere Drive, Boxford, MA, dated November 9, 1990, owner, Richard & Clarence Pierce, 739 West Main Street, West Boxford, MA, Engineer — North Shore Survey Corp., 209 Washington Street, Salem, MA, Registered on February 1, 1988, Plan Book 241, Plan 69.;"

PARISH LANE in its entirety from station 0+00 to 13+13.19 as shown on the "As Built plan, Parish Lane, Boxford, MA, dated April 15, 1992, owner Charles E. Rounds, Jr., Trustee of West Parish Realty Trust, Engineer — Thomas E. Neve & Associates, Inc., 447 Old Boston Road, Topsfield, MA 01983, Plan Book 237, Plan 47;"

or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept the following roads as public ways:

ALLEN CIRCLE in its entirety from station 0+0 to 4+4.45.50 as shown on a plan entitled "As Built Plan & Profile, Allen Circle, Boxford, MA, dated October 5, 1991, owner, Harry Koniaries, Mount Vernon Realty Trust, 72 Rowley Road, Boxford, MA,



Engineer — Hayes Engineering, Inc., 603 Salem Street, Wakefield, MA, Plan Book 222, Plan 3.”

ANNA’S WAY in its entirety from station 0+0 to 9+92.80 as shown on a plan entitled “As Built Subdivision Plan of ‘Elm Farm’ (Anna’s Way), Boxford, MA, dated November 6, 1991, owner, Richard & Daniel Shaw, 10 Glendale Road, Boxford, MA, Engineer — Thomas E. Neve Associates, Inc., 447 Old Boston Road, Topsfield, MA, 01983, Plan Book 273, Plan 40.”

HOOD CIRCLE in its entirety from station 0+0 to 6+07.79 as shown on plan entitled “As Built Plan & Profile, Hood Circle, Boxford, MA, dated October 5, 1991, owner, Harry Koniares, Mount Vernon Realty Trust, 72 Rowley Road, Boxford, MA, Engineer — Hayes Engineering, Inc., 603 Salem Street, Wakefield, MA, Plan Book 256, Plan 38.”

WYNDMERE DRIVE in its entirety from station 0+0 to 10+13.81 as shown on a plan entitled “As Built Road Plan, Wyndmere Drive, Boxford, MA, dated November 9, 1990, owner, Richard & Clarence Pierce, 739 West Main Street, West Boxford, MA, Engineer — North Shore Survey Corp., 209 Washington Street, Salem, MA, Registered on February 1, 1988, Plan Book 241, Plan 69.”;

PARISH LANE in its entirety from station 0+00 to 13+13.19 as shown on the “As Built plan, Parish Lane, Boxford, MA, dated April 15, 1992, owner Charles E. Rounds, Jr., Trustee of West Parish Realty Trust, Engineer — Thomas E. Neve & Associates, Inc., 447 Old Boston Road, Topsfield, MA 01983, Plan Book 237, Plan 47.”

**ARTICLE 24.** To see if the Town will vote to rescind the action taken by the Town under Article 44 of the Warrant for the May 11, 1988 Annual Town Meeting, and authorize the Board of Selectmen to take by eminent domain, for the purpose of access to Spofford Pond, and for other municipal purposes, land of G. Edwin Hadley and Jean L. Hadley, bounded and described as follows:

“Beginning at a point at a stonewall on the Westerly side of Spofford Road, said point being approximately 640 feet Southerly of the land now or formerly of Drummond; thence running Southwesterly and Southeasterly on various courses, 290 feet, more or less, by the remains of a stonewall and the land of the Town of Boxford; thence Westerly by land now formerly of Spofford, 70 feet, more or less; thence Northerly on various courses, 350 feet, more or less, by Spofford Pond; thence Southeasterly by the land of the grantors (Hadley), 110 feet, more or less;”

As shown on a Plan attached entitled, “Land-Taking in Boxford, MA, Scale: 1" = 40', July 1, 1991, Bay State Surveying Service, Inc., a copy of which is on file in the office of the Town Clerk; no damages to be awarded, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to rescind the action taken by the Town under Article 44 of the Warrant for the May 11, 1988 Annual Town Meeting, and authorize the Board of Selectmen to take by eminent domain, for the purpose of access to Spofford Pond, and for other municipal purposes, land of G. Edwin Hadley and Jean L. Hadley, bounded and described as follows:

“Beginning at a point at a stonewall on the Westerly side of Spofford Road, said point being approximately 640 feet Southerly of the land now or formerly of Drummond; thence running Southwesterly and Southeasterly on various courses, 290 feet, more or less, by the remains of a stonewall and the land of the Town of Boxford;

thence Westerly by land now formerly of Spofford, 70 feet, more or less; thence Northerly on various courses, 350 feet, more or less, by Spofford Pond; thence Southeasterly by the land of the grantors (Hadley), 110 feet, more or less;"

As shown on a Plan attached entitled, "Land-Taking in Boxford, MA, Scale: 1" = 40', July 1, 1991, Bay State Surveying Service, Inc., a copy of which is on file in the office of the Town Clerk; no damages to be awarded.

**ARTICLE 25.** To see if the Town will vote to transfer a certain parcel of land which was taken for taxes, to the Conservation Commission to be administered under the provisions of M.G.L. Chapter 40, Section 8C. Said parcel contains 3.6 acres, and is shown as lot #33, Wildmeadow Road, described in Essex South District Registry of Deeds as Book 6892, Page 507; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer a certain parcel of land which was taken for taxes, to the Conservation Commission to be administered under the provisions of M.G.L. Chapter 40, Section 8C. Said parcel contains 3.6 acres, and is shown as lot #33, Wildmeadow Road, described in Essex South District Registry of Deeds as Book 6892, Page 507.

The Finance Committee recommended adoption of this Article.

**ARTICLE 26.** To see if the Town will vote to amend Article 3, Section 4, of the General Bylaws so that it shall read as follows:

Section 4. Capital Budgeting Committee

3-4-1 A Capital Budgeting Committee consisting of five members shall be established, two members appointed by and from the Finance Committee and three members appointed by the Board of Selectmen; two positions for a one year term; two positions for a two year term and one position for a three year term. The Capital Budgeting Committee so constituted will be responsible for updating the Town's capital budget each year and reporting anticipated capital needs to the Town at each annual Town Meeting; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Article 3, Section 4, of the General Bylaws so that it shall read as follows:

Section 4. Capital Budgeting Committee

3-4-1 A Capital Budgeting Committee consisting of five members shall be established, two members appointed by and from the Finance Committee and three members appointed by the Board of Selectmen; two positions for a one year term; two positions for a two year term and one position for a three year term. The Capital Budgeting Committee so constituted will be responsible for updating the Town's capital budget each year and reporting anticipated capital needs to the Town at each annual Town Meeting.

The Finance Committee recommended adoption of this Article.

**ARTICLE 27.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to the Finance Committee Reserve Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$100,000 to the Finance Committee Reserve Fund.

The Finance Committee recommended adoption of this Article.

**ARTICLE 28.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to the Town Insurance Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$20,000 to the Town Insurance Fund.

**ARTICLE 29.** To see if the Town will vote to appropriate the sum of \$162,848 for highway maintenance and construction in anticipation of state aid allotment, said monies predicated on state reimbursement of the following; or take any other action thereon:

Chapter 33, Acts of 1991, \$162,848.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to appropriate the sum of \$162,848 for highway maintenance and construction in anticipation of state aid allotment, said monies predicated on state reimbursement of the following: Chapter 33, Acts of 1991, \$162,848.

The Finance Committee recommended adoption of this Article.

**ARTICLE 30.** To see if the Town will vote to advise that the School Choice Plan not be implemented in the Masconomet Regional School District, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 77 in favor and 52 opposed, to advise that the School Choice Plan not be implemented in the Masconomet Regional School District.

**ARTICLE 31.** To see if the Town will vote to instruct the Board of Selectmen to rescind their contract with Massachusetts Electric for the conversion of the Town's street lights from mercury vapor to sodium vapor; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 56 in favor and 69 opposed, to defeat this Article.

The Finance Committee did not recommend adoption of this Article.

**ARTICLE 32.** To see if the Town will vote to send the following resolution regarding the full distribution of the municipal share of the state gasoline tax to the highway fund to our legislative delegation at the State House:

**RESOLVED:** That the Town of Boxford calls upon the General Court of the Commonwealth of Massachusetts to annually appropriate and fully distribute the legally required 15% of gas tax receipts to cities and towns, for the construction, maintenance, and policing of local roads; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED by unanimous voice vote, to send the following resolution regarding the full distribution of the municipal share of the state gasoline tax to the highway fund to our legislative delegation at the State House:



**RESOLVED:** That the Town of Boxford calls upon the General Court of the Commonwealth of Massachusetts to annually appropriate and fully distribute the legally required 15% of gas tax receipts to cities and towns, for the construction, maintenance, and policing of local roads.

The Finance Committee recommended adoption of this Article.

**ARTICLE 33.** To transact any other business that may legally come before said meeting.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to dissolve this Annual Town Meeting at 9:35 p.m.

Registered voters attending the meeting were 144. Counters and checkers for the meeting were appointed by Assistant Town Clerk Patricia Shields.

A true record.

**ATTEST:**

Patricia Shields  
Assisant Town Clerk

**RAISE AND APPROPRIATE:**

Article 1	\$ 642.58
Article 9	7,177,915.00
Article 10	130,789.00
Article 12	7,500.00
Article 13	12,650.00
Article 14	2,400.00
Article 15	20,400.00
Article 16	5,000.00
Article 17	750.00
Article 18	41,500.00
Article 19	30,875.00
Article 20	2,785.00
Article 21	3,000.00
Article 27	100,000.00
Article 28	20,000.00

**TOTAL TO BE RAISED**

**AND APPROPRIATED:** \$7,556,206.58

**APPROPRIATIONS:**

Article 5	\$ 95,740.00
Article 11	3,359.00
Article 29	162,848.00

**TOTAL TO BE APPROPRIATED:** \$ 261,947.00

# TOWN OF BOXFORD — TOWN MEETING APPROVED FY 1993 BUDGET

GENERAL GOVERNMENT	ACTUAL 91 SPEND	ACTUAL 92 BUDGET	PROPOSED 93 BUDGET
Selectmen	\$ 87,119	\$ 72,027	\$ 71,238
Town Clerk - Salary	3,150	3,238	16,000
Town Clerk - All Other	20,864	22,642	12,098
Town Counsel	25,704	20,000	20,000
Planning Board	4,604	950	950
Planning/Cons. Com. Office	17,743	1,745	21,341
Board of Appeals	1,625	1,634	1,500
Recreation Committee	13,730	1,740	9,790
Council on Aging	30,728	25,687	25,687
Conservation Commission	1,196	1,975	1,975
Board of Health	93,651	90,453	81,678
Personnel Board	386	150	150
Ground Water Study Committee	0	0	0
<b>GENERAL GOVERNMENT - TOTAL</b>	<b>\$ 300,500</b>	<b>\$ 242,241</b>	<b>\$ 262,407</b>
<b>FINANCE</b>			
Accountant	\$ 69,802	\$ 72,333	\$ 72,333
Assessors	45,360	39,668	38,930
Finance Committee	135	140	140
Treasurer/Collector - Salary	13,835	17,983	19,983
Treasurer/Collector - All Other	43,730	48,239	56,663
Interest on Loans	22,463	10,000	0
<b>FINANCE - TOTAL</b>	<b>\$ 195,325</b>	<b>\$ 188,363</b>	<b>\$ 188,049</b>
<b>PUBLIC SAFETY</b>			
Police - Salary	\$ 463,484	\$ 483,148	\$ 481,452
Police - All Other	242	58,464	60,052
(Police - Subtotal)	463,726	541,612	541,504
Fire	89,824	91,122	95,426
Communication - Salary	112,101	134,746	129,026
Communications - All Other	20,892	22,487	22,487
(Communications - Subtotal)	132,993	157,233	151,513
Animal Control Officer	6,622	10,458	13,258
Parking Clerk	38	150	150
Ambulance Service	54,697	56,172	61,521
<b>PUBLIC SAFETY - TOTAL</b>	<b>\$ 747,900</b>	<b>\$ 856,747</b>	<b>\$ 863,372</b>



	ACTUAL 91 SPEND	ACTUAL 92 BUDGET	PROPOSED 93 BUDGET
<b>EDUCATION</b>			
Library - Salary	\$ 97,009	\$ 95,070	\$ 95,070
Library - All Other	43,149	48,303	48,303
(Library - Subtotal)	140,158	143,373	143,373
Elementary Schools	2,257,514	2,257,536	2,330,069
Masconomet	2,397,636	2,536,962	2,459,488
North Shore Vocational	29,635	31,139	32,993
<b>EDUCATION - TOTAL</b>	<b>\$4,824,943</b>	<b>\$4,969,010</b>	<b>\$4,965,923</b>
<b>TOWN MAINTENANCE</b>			
DPW - Salary	\$ 167,317	\$ 155,120	\$ 154,408
DPW - All Other	165,525	167,872	166,458
(DPW - Subtotal)	332,842	322,992	320,866
Building Maintenance	28,899	25,920	17,540
Cemeteries	1,550	500	500
Moth Suppression	0	0	0
Landfill Operation	70,668	89,050	7,500
Gas and Oil	41,193	32,417	32,417
<b>TOWN MAINTENANCE - TOTAL</b>	<b>\$ 433,959</b>	<b>\$ 470,879</b>	<b>\$ 378,823</b>
<b>INSPECTORS</b>			
Animal	\$ 2,015	\$ 2,059	\$ 2,059
Building	37,196	37,983	37,983
Sealer of Weights and Measures	250	250	250
<b>INSPECTORS - TOTAL</b>	<b>\$ 39,461</b>	<b>\$ 40,292</b>	<b>\$ 40,292</b>
<b>INSURANCE AND PENSIONS</b>			
Health and Life Insurance	\$ 217,679	\$ 258,500	\$ 284,000
General Insurance	168,739	185,000	194,949
Veterans Benefits	0	100	100
Retirement Pension	0	0	0
<b>INSURANCE AND PENSION - TOTAL</b>	<b>\$ 386,418</b>	<b>\$ 443,600</b>	<b>\$ 479,049</b>
<b>GRAND TOTAL TOWN BUDGET</b>	<b>\$6,628,006</b>	<b>\$7,211,132</b>	<b>\$7,177,915</b>

**SPECIAL TOWN MEETING**  
**February 25, 1992**

Voters of the Town of Boxford met at the Spofford Pond School Auditorium on Tuesday, February 25, 1992. Moderator DeWitt T. Minich called the meeting to order at 7:37 p.m. The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to accept Chapter 59, Section 57C of the Massachusetts General Laws, as amended, to permit the Town of Boxford to send out tax bills on a quarterly basis, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to accept Chapter 59, Section 57C of the Massachusetts General Laws, as amended, to permit the Town of Boxford to send out tax bills on a quarterly basis.

The Finance Committee recommended adoption of this Article.

**ARTICLE 2.** To see if the Town will vote to transfer from Available Funds the sum of \$12,500 to allow the Board of Assessors to purchase computer equipment and software to further automate the real estate appraisal functions, and to fund related conversion costs, funds to be expended under the direction of the Board of Assessors, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Reserved for Extraordinary and Unforeseen Expenditures the sum of \$12,500 to allow the Board of Assessors to purchase computer equipment and software to further automate the real estate appraisal functions, and to fund related conversion costs, funds to be expended under the direction of the Board of Assessors.

The Finance Committee recommended adoption of this Article.

**ARTICLE 3.** To transact any other business that may legally come before said meeting.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to dissolve the Special Town Meeting at 8:14 p.m.

Registered voters attending the meeting were 85. Counters and checkers for the meeting were appointed by Town Clerk Frank H. Weatherby.

A true record.

ATTEST:

Frank H. Weatherby  
Assistant Town Clerk  
Patricia A. Shields

**TRANSFERS**

Article 2

\$12,500.00 (Extraordinary and Unforeseen  
Expenditures)

**TOTAL TO BE TRANSFERRED**

\$12,500.00

**BOXFORD SPECIAL TOWN MEETING**  
**October 20, 1992**

The voters of the Town of Boxford met at Masconomet Regional High School Auditorium on Tuesday, October 20, 1992. Moderator DeWitt T. Minich called the meeting to order at 7:54 p.m. The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to accept the provisions of sections Sixteen to Sixteen I, inclusive, of Chapter seventy-one of the General Laws, providing for the expansion of the present Masconomet Regional School District for grades 7-12 to grades PK-12, together with the towns of Topsfield and Middleton, for the maintenance and operation of regional schools in accordance with the provisions of a proposed agreement filed with the Selectmen, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 67 in favor and 620 opposed, to defeat the motion to accept the provisions of sections Sixteen to Sixteen I, inclusive, of Chapter seventy-one of the General Laws, providing for the expansion of the present Masconomet Regional School District for grades 7-12 to grades PK-12, together with the towns of Topsfield and Middleton, for the maintenance and operation of regional schools in accordance with the provisions of a proposed agreement filed with the Selectmen.

**ARTICLE 2.** To transact any other business that may legally come before said meeting.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to dissolve this Special Town Meeting at 9:28 p.m.

Registered voters attending this meeting were 734. Counters and checkers for the meeting were appointed by Town Clerk Patricia Shields.

A true record.

ATTEST:

Patricia Shields  
Town Clerk

## BOXFORD SPECIAL TOWN MEETING

December 8, 1992

The voters of the Town of Boxford met at Spofford Pond Elementary School on Tuesday, December 8, 1992. Moderator DeWitt T. Minich called the meeting to order at 7:31 p.m. The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$52.00 to pay a bill of charge from Fiscal Year 1992, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$52.00 to pay a bill of charge from Fiscal Year 1992.

**ARTICLE 2.** To see if the Town will vote to amend various portions of Article 5 of its Bylaws, known as the Personnel Bylaw, by deleting the Classification Plan, and Pay Matrix of Section 9, "Position Classes: Salary, Wages and Miscellaneous Compensation Schedules" and replacing it with the Classification Plan and Pay Matrix as submitted by the Personnel Board as printed in this warrant, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend various portions of Article 5 of the Bylaws, known as the Personnel Bylaw, by deleting the Classification Plan, and Pay Matrix of Section 9, "Position Classes: Salary, Wages and Miscellaneous Compensation Schedules" and replacing it with the Classification Plan and Pay Matrix as submitted by the Personnel Board as printed in this warrant.

**ARTICLE 3.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to amend the following Town budgets for FY 1993 to fund increases as shown; or take any other action thereon:

Board of Selectmen	\$2,318
Town Clerk (All Other)	\$ 96
Planning/Conservation Office	\$ 390
Board of Appeals	\$ 39
Council on Aging	\$ 977
Town Accountant	\$2,236
Assessors	\$1,580
Treasurer/Collector (All Other)	\$1,367
Police Salary	\$23,345
Police (All Other)	\$1,158
Fire	\$2,592
Communications (Salary)	\$6,193
Animal Control Officer	\$ 427
Library	\$4,309
DPW Salary	\$6,283
DPW All Other	\$ 400
Animal Inspector	\$ 79
Building Inspector	\$1,742
Sealer of Weights and Measures	\$ 12



Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$60,246 to supplement the following Town budgets for FY 1993 to fund increases as follows:

Board of Selectmen	\$2,318
Town Clerk (All Other)	\$ 96
Planning/Conservation Office	\$ 390
Board of Appeals	\$ 39
Council on Aging	\$ 977
Town Accountant	\$2,236
Assessors	\$1,580
Treasurer/ Collector (All Other)	\$1,367
Police Salary	\$28,048
Police (All Other)	\$1,158
Fire	\$2,592
Communications (Salary)	\$6,193
Animal Control Officer	\$ 427
Library	\$4,309
DPW Salary	\$6,283
DPW All Other	\$ 400
Animal Inspector	\$ 79
Building Inspector	\$1,742
Sealer of Weights and Measures	\$ 12

**ARTICLE 4.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund the Fiscal Year 1992 collective bargaining agreement between the Town of Boxford and the Boxford Police Benevolent Association, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$12,100 to fund the Fiscal Year 1992 collective bargaining agreement between the Town of Boxford and the Boxford Police Benevolent Association.

**ARTICLE 5.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund the Fiscal Year 1992 collective bargaining agreement between the Town of Boxford and the Public Works Employees Association, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$4110 to fund the Fiscal Year 1992 collective bargaining agreement between the Town of Boxford and the Public Works Employees Association.

**ARTICLE 6.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$960 to fund a 4.8% increase in salary for the Tax Collector/Treasurer for Fiscal Year 1993, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 223 in favor and 8 opposed, to raise and appropriate the sum of \$960 to fund a 4.8% increase in salary for the Tax Collector/Treasurer for Fiscal Year 1993.

**ARTICLE 7.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$768 to fund a 4.8% increase in salary for the Town Clerk for Fiscal Year 1993, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$768 to fund a 4.8% increase in salary for the Town Clerk for Fiscal Year 1993.

**ARTICLE 8.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to upgrade the computer software and/or hardware in the Town Clerk's office, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$7,000 to upgrade the computer software and/or hardware in the Town Clerk's office.

**ARTICLE 9.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund a computer terminal for the Selectmen's office, to be tied into the Treasurer/Assessor's computer system, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$750 to fund a computer terminal for the Selectmen's office, to be tied into the Treasurer/Assessor's computer system.

**ARTICLE 10.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund an additional computer terminal for the Assessor's office, to be tied into the Treasurer/Assessor's office computer system and a printer to be tied into that system and Selectmen's new terminal, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$1,800 to fund an additional computer terminal for the Assessor's office, to be tied into the Treasurer/Assessor's office computer system and a printer to be tied into that system and Selectmen's new terminal.

**ARTICLE 11.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to partially fund a new dump truck body and radio for the Department of Public Works, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$3,500 to partially fund a new dump truck body and radio for the Department of Public Works.

**ARTICLE 12.** To see if the Town will vote to amend Article 2, Section 1 of the General Bylaws so that it shall read as follows:

Section 1, Board of Selectmen

2-1-1 A Board of Selectmen of five members shall be elected from the Town at large for three-year overlapping terms of office. Two new members shall be elected at the Annual Town Election on May 18, 1993 as follows: One member for a three-year term, and one member for a two-year term. The Board shall exercise general supervision over all matters affecting the interest or welfare of the Town; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 37 in favor and 175 opposed, to defeat this article.

An amendment to pass over this article until the Annual Town Meeting was defeated by majority voice vote.

**ARTICLE 13.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase 30 sets of protective clothing (turnout gear) for the Fire Department, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$19,826 to purchase 30 sets of protective clothing (turnout gear) for the Fire Department.

**ARTICLE 14.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund an extension of the rear bay of the East Fire Station, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from Free Cash the sum of \$30,000 to fund an extension of the rear bay of the East Fire Station.

**ARTICLE 15.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$20,000 to fund a full Town audit, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Free Cash the sum of \$20,000 to fund a full Town audit.

**ARTICLE 16.** To transact any other business that may legally come before said meeting.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to dissolve this Special Town Meeting at 9:30 p.m.

Registered voters attending this meeting were 227. Counters and checkers for the meeting were appointed by Town Clerk Patricia Shields.

A true record.

ATTEST: Patricia Shields  
Town Clerk

TRANSFERS:	
Article 1	\$ 52.00
Article 8	7,000.00
Article 9	750.00
Article 11	3,500.00
Article 14	30,000.00
Article 15	20,000.00
Total to be Transferred	\$61,302.00

RAISE AND APPROPRIATE:

Article 3	\$60,246.00
Article 4	12,100.00
Article 5	4,110.00
Article 6	960.00
Article 7	768.00
Article 10	1,800.00
Article 13	19,826.00
Total to be Raised and Appropriated	\$99,810.00



**TOWN OF BOXFORD, MASSACHUSETTS  
PRESIDENTIAL PRIMARY  
TUESDAY, MARCH 10, 1992**

<b>DEMOCRATIC PRESIDENTIAL PREFERENCE</b>	<b>PCT 1</b>	<b>PCT 2</b>	<b>TOTAL</b>
RALPH NADER	20	11	31
LYNDON H. LAROCHE	1	1	2
JERRY BROWN	60	60	120
TOM HARKIN	2	0	2
LARRY AGRAN	0	0	0
PAUL TSONGAS	314	269	583
EUGENE McCARTHY	0	2	2
BILL CLINTON	15	19	34
ROBERT KERREY	1	1	2
NO PREFERENCE	4	2	6
BLANKS	0	1	1
ALL OTHER	1	3	4
<b>TOTAL VOTE 787</b>			

**STATE COMMITTEE MAN**

STEPHEN J. O'LEARY	76	82	158
KENNETH L. MURPHY	195	165	360
BLANKS	147	117	264
ALL OTHER	0	5	5
<b>TOTAL VOTE 787</b>			

**STATE COMMITTEE WOMAN**

SHIRLEY M. RAYNARD	247	232	479
BLANKS	168	134	302
ALL OTHER	3	3	6
<b>TOTAL VOTE 787</b>			

**TOWN COMMITTEE**

BARRY DENOFRIO	222	192	414
JANE DENOFRIO	211	186	397
PAUL BOURGEOIS	196	179	375
ENID E. THUERMER	227	209	436
JOAN F. TARLETON	199	186	385
HERBERT P. GOLUB	198	179	377
CAROL M. GOLUB	201	184	385
STEVEN E. GOLUB	193	170	363
EDWINA GOODHUE	209	191	400
LINDA SHEA	214	198	412
BRIAN SHEA	208	189	397
WILLIAM CARNEY	199	183	382
CAROL HURLEY	199	188	387
ALICE L. BOURGEOIS	201	185	386
BLANKS	11,756	10,244	22,000
ALL OTHER	0	49	49
<b>TOTALS</b>	<b>14,633</b>	<b>12,912</b>	<b>27,545</b>

**TOWN OF BOXFORD, MASSACHUSETTS  
PRESIDENTIAL PRIMARY  
TUESDAY, MARCH 10, 1992**

<b>REPUBLICAN PRESIDENTIAL PREFERENCE</b>	<b>PCT 1</b>	<b>PCT 2</b>	<b>TOTAL</b>
PATRICK J. BUCHANAN	82	48	130
DAVID DUKE	3	3	6
GEORGE BUSH	252	254	506
NO PREFERENCE	11	7	18
BLANKS	2	3	5
ALL OTHER	12	9	21
TOTAL VOTE 686			

**STATE COMMITTEE MAN**

HOWARD P. BLATCHFORD	25	16	41
DALE C. JENKINS, JR.	284	276	560
BLANKS	53	29	82
ALL OTHER	0	3	3
TOTAL VOTE 686			

**STATE COMMITTEE WOMAN**

NANCY J. LUTHER	276	248	524
BLANKS	84	73	157
ALL OTHER	2	3	5
TOTAL VOTE 686			

**TOWN COMMITTEE**

ROBERT WAS	221	211	432
JAMES R. WARREN	194	199	393
DONALD V. REILLY	186	185	371
JANET T. REILLY	188	189	377
BARBARA J. ROSS	224	212	436
JANET E. THIEL	188	194	382
CHARLES W. THIEL	187	194	381
EDGAR L. KELLEY	205	194	399
JANE S. LANGTON	214	204	418
C. BETTY LUNDGREN	208	203	411
ARTHUR GINGRANDE	216	210	426
MARION C. BROWN	188	188	376
ROBERT J. EISENBERG	194	187	381
DONALD C. BEHRENS	216	209	425
CHARLES D. LADEROUTE	181	181	362
DALE C. JENKINS, JR.	218	208	426
ROBERT HAZELWOOD	216	221	437
ROBERT C. SIMMONDS, JR.	192	199	391
WALTER M. GILLMAN	194	186	380
ROBERT C. BUELL	260	253	513

TOWN COMMITTEE	PCT 1	PCT 2	TOTAL
GARY K. COGLEY	188	185	373
MARIANNE JENKINS	191	191	382
LINDA LADEROUTE	182	184	366
FORREST C. RIVINIUS	195	183	378
ROBERT CONROY	204	210	414
MAUREEN GALE	192	188	380
ALAN J. BENSON	241	242	483
WILLIAM R. CARGILL, JR.	248	228	476
WILLIAM W. GARTH, IV	185	188	373
SHEILA BENDER	194	189	383
SERENA H. CAPERONIS	202	192	394
JAMES E. MITCHELL	188	189	377
A. GORDON PRICE	231	236	467
SUSAN M. PRICE	224	226	450
MARION R. MUSIAL	197	199	396
BLANKS	5,509	4,283	9,792
TOTAL VOTE	12,661	11,340	24,001

**ANNUAL TOWN ELECTION  
BOXFORD, MASSACHUSETTS  
TUESDAY, MAY 19, 1992**

	PCT 1	PCT 2	TOTAL
<b>SELECTMAN</b>			
ROBERT J. HALLORAN	203	289	492
GERALD JOHNSTON	208	234	442
ROBERT WAS	277	205	482
BLANKS	50	56	106
WRITE-IN (AMENDED ON JUNE 4, 1992) RECOUNT	1	0	1
<b>MODERATOR</b>			
DEWITT MINICH	580	613	1,193
BLANKS	159	171	330
WRITE-IN	0	0	0
<b>TOWN CLERK</b>			
PATRICIA A. SHIELDS	567	598	1,165
BLANKS	172	186	358
WRITE-IN	0	0	0
<b>BOARD OF COMMISSIONERS OF TRUST FUNDS, for One Year</b>			
JUDITH CARR	524	556	1,080
BLANKS	215	228	443
WRITE-IN	0	0	0
<b>BOARD OF COMMISSIONERS OF TRUST FUNDS, for Two Years</b>			
CHARLES D. LADEROUTE	485	505	990
BLANKS	254	279	533
WRITE-IN	0	0	0
<b>BOARD OF COMMISSIONERS OF TRUST FUNDS, for Three Years</b>			
CHARLES KILLAM	549	593	1,142
BLANKS	190	191	381
WRITE-IN	0	0	0
<b>ASSESSOR, for One Year</b>			
KENNETH KRETSCH	479	528	1,007
BLANKS	256	253	509
WRITE-IN	4	3	7
<b>ASSESSOR, for Two Years</b>			
CHARLES W. THIEL	469	502	971
BLANKS	267	279	546
WRITE-IN	3	3	6
<b>ASSESSOR, for Three Years</b>			
PAUL BOURGEOIS (STICKER)	51	40	91
BLANKS	673	725	1,398
WRITE-IN	15	19	34



	PCT 1	PCT 2	TOTAL
<b>MASCO REGIONAL DISTRICT SCHOOL COMMITTEE, for One Year</b>			
JUDITH ERENZOY	340	350	690
GUY SIMMONS	281	262	543
BLANKS	114	172	286
WRITE-IN	4	0	4
<b>MASCO REGIONAL DISTRICT SCHOOL COMMITTEE, for Three Years</b>			
SANDRA BLAESER	501	481	982
BLANKS	236	300	536
WRITE-IN	2	3	5
<b>SCHOOL COMMITTEE, for Two Years</b>			
SHARON BENSON	431	507	938
DAVID SAMPSON, JR.	218	185	403
BLANKS	90	92	182
WRITE-IN	0	0	0
<b>SCHOOL COMMITTEE, for Three Years</b>			
STEPHANIE M. MEEGAN	373	315	688
JEANETTE WALL	241	346	587
BLANKS	124	123	247
WRITE-IN	1	0	1
<b>BOARD OF HEALTH, for Two Years</b>			
STEPHEN A. DAVIS	234	278	512
LISA JEFFREY	333	366	699
BLANKS	172	140	312
WRITE-IN	0	0	0
<b>BOARD OF HEALTH, for Three Years</b>			
LOUISE B. KRESS	481	489	970
BLANKS	255	295	550
WRITE-IN	3	0	3
<b>PLANNING BOARD, for One Year</b>			
HOWARD ALTSCHILLER	455	478	933
BLANKS	283	305	588
WRITE-IN	1	1	2
<b>PLANNING BOARD, for Three Years</b>			
ROBERT GORE	464	482	946
BLANKS	273	299	572
WRITE-IN	2	3	5
<b>PLANNING BOARD, for Five Years</b>			
KURT KAISER (WRITE-IN)	38	28	66
BLANKS	694	743	1,437
WRITE IN	7	13	20

	PCT 1	PCT 2	TOTAL
<b>TRUSTEES OF BOXFORD TOWN LIBRARIES, for One Year</b>			
DIANE ANNUNZIATO	260	218	478
BARBARA SCHALLER	205	302	507
BLANKS	274	264	538
WRITE-IN	0	0	0

<b>TRUSTEES OF BOXFORD TOWN LIBRARIES, for Three Years</b>			
HELEN MILLSTEIN	429	427	856
KATHLEEN ULMAN	464	450	914
DEAN SPOFFORD	457	507	964
BLANKS	867	967	1,834
WRITE-IN	0	1	1

<b>CONSTABLE — EAST PARISH</b>			
RONALD GIOVANNACCI	421	379	800
JON LATORELLA	164	201	365
BLANKS	154	204	358
WRITE-IN	0	0	0

<b>CONSTABLE — WEST PARISH</b>			
DAVID A. SMALLMAN	531	606	1,137
BLANKS	208	177	385
WRITE-IN	0	1	1

<b>QUESTION #1</b>			
YES	438	426	864
NO	261	314	575
BLANKS	40	44	84

SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$130,789 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF PARTIALLY FUNDING THE BOXFORD ELEMENTARY SCHOOL BUDGET FOR THE FISCAL YEAR BEGINNING JULY FIRST, NINETEEN HUNDRED AND NINETY-TWO?

## RECOUNT FOR OFFICE OF SELECTMAN

June 4, 1992

<b>SELECTMAN, for Three Years</b>	<b>PCT 1</b>	<b>PCT 2</b>	<b>TOTAL</b>
ROBERT HALLORAN	203	292	495
GERALD JOHNSTON	209	234	443
ROBERT WAS	276	210	486
BLANKS	50	50	100
WRITE-IN	1	0	1

AMENDMENT TO THE VOTE OF MAY 19, 1992 ANNUAL TOWN ELECTION.  
THIS IS THE OFFICIAL COUNT.

**TOWN OF BOXFORD, MASSACHUSETTS  
STATE PRIMARY  
TUESDAY, SEPTEMBER 15, 1992  
DEMOCRATIC BALLOT**

<b>REPRESENTATIVE IN CONGRESS</b>	<b>PCT 1</b>	<b>PCT 2</b>	<b>TOTAL</b>
BLANKS	0	1	1
NICHOLAS MAVROULES	70	59	129
H. ERIC ELBOT	25	15	40
BARBARA A. HILDT	219	200	419
WRITE-IN	0	3	3

**COUNCILLOR**

BLANKS	115	87	202
EDWARD J. CARROLL	74	62	136
RONALD FRANCIS FORD	63	56	119
RAFFI TAKESIAN	62	72	134
WRITE-IN	0	1	1

**SENATOR IN GENERAL COURT**

BLANKS	139	118	257
REGINA VILLA	175	159	334
WRITE-IN	0	1	1

**REPRESENTATIVE IN GENERAL COURT**

BLANKS	146	134	280
KENNETH L. MURPHY	168	143	311
WRITE-IN	0	1	1

**SHERIFF**

BLANKS	154	126	280
CHARLES H. REARDON	159	148	307
WRITE-IN	1	4	5

**COUNTY COMMISSIONER**

BLANKS	248	203	451
MARGUERITE P. KANE	132	119	251
WALTER J. BIRMINGHAM, JR.	43	29	72
CHRISTIE (CHRIS) CIAMPA, JR.	52	60	112
ALBERT V. DIVIRGILIO	19	35	54
KARL R. JANSONS	45	46	91
JOHN O'BRIEN	89	61	150
WRITE-IN	0	3	3

TOTAL VOTE    592

**TOWN OF BOXFORD, MASSACHUSETTS  
STATE PRIMARY  
TUESDAY, SEPTEMBER 15, 1992  
REPUBLICAN BALLOT**

REPRESENTATIVE IN CONGRESS	PCT 1	PCT 2	TOTAL
BLANKS	6	3	9
ALEXANDER T. TENNANT	79	86	165
PETER G. TORKILDSEN	210	176	386
WRITE-IN	1	0	1

COUNCILLOR	PCT 1	PCT 2	TOTAL
BLANKS	85	73	158
JOHN PATRICK HARRIS	210	192	402
WRITE-IN	1	0	1

SENATOR IN GENERAL COURT	PCT 1	PCT 2	TOTAL
BLANKS	38	39	77
ROBERT C. BUELL	257	223	580
WRITE-IN	1	3	4

REPRESENTATIVE IN GENERAL COURT	PCT 1	PCT 2	TOTAL
BLANKS	46	51	97
FORRESTER A. "TIM" CLARK, JR.	248	211	459
WRITE-IN	2	3	5

SHERIFF	PCT 1	PCT 2	TOTAL
BLANKS	30	35	65
KEVIN J. LEACH	94	75	169
MARY RUTH STOCKING	171	154	325
WRITE-IN	1	1	2

COUNTY COMMISSIONER	PCT 1	PCT 2	TOTAL
BLANKS	255	241	496
CHARLES J. CHISHOLM	151	129	280
WILLIAM H. RYAN	179	163	342
WRITE-IN	2	2	4

TOTAL VOTE CAST 561



**TOWN OF BOXFORD, MASSACHUSETTS  
STATE ELECTION  
TUESDAY, NOVEMBER 3, 1992**

**ELECTORS OF PRESIDENT  
AND VICE PRESIDENT**

	PCT 1	PCT 2	TOTAL
BLANKS	7	11	18
BUSH and QUAYLE	926	810	1,736
CLINTON and GORE	627	525	1,152
FULGANI/MUNOZ	1	0	1
HAGEL/TOMPKINS	0	1	1
LAROCHE. JR./BEVEL	0	0	0
MARROU/LORD	11	11	22
PEROT/STOCKDALE	504	480	984
PHILLIPS/KNIGHT	1	0	1
BRISBEN/GARSON	0	0	0
DODGE/ORMSBY	0	0	0
WRITE-IN	7	5	12
TOTAL	2,084	1,843	3,927

**REPRESENTATIVE IN CONGRESS**

BLANKS	53	58	111
NICHOLAS MAVROULES	457	419	876
PETER G. TORKILDSEN	1,565	1,356	2,921
WRITE-IN	9	10	19
TOTAL	2,084	1,843	3,927

**COUNCILLOR**

BLANKS	294	252	546
JOHN PATRICK HARRIS	1,355	1,175	2,530
EDWARD J. CARROLL	431	413	844
WRITE-IN	4	3	7
TOTAL	2,084	1,843	3,927

**SENATOR IN GENERAL COURT**

BLANKS	83	75	158
ROBERT C. BUELL	1,514	1,353	2,867
REGINA VILLA	485	414	899
WRITE-IN	2	1	3
TOTAL	2,084	1,843	3,927

**REPRESENTATIVE IN GENERAL COURT**

BLANKS	166	153	319
FORRESTER A. "TIM" CLARK, JR.	1,382	1,180	2,562
KENNETH L. MURPHY	529	508	1,037
WRITE-IN	7	2	9
TOTAL	2,084	1,843	3,927

SHERIFF	PCT 1	PCT 2	TOTAL
BLANKS	186	158	344
CHARLES H. REARDON	754	743	1,497
KEVIN J. LEACH	1,143	939	2,082
WRITE-IN	<u>1</u>	<u>3</u>	<u>4</u>
TOTAL	2,084	1,843	3,927

COUNTY COMMISSIONER			
BLANKS	1,473	1,342	2,815
MARGUERITE P. KANE	626	620	1,246
CHARLES J. CHISHOLM	941	708	1,649
JOHN V. O'BRIEN	324	307	631
WILLIAM H. RYAN	801	704	1,505
WRITE-IN	<u>3</u>	<u>5</u>	<u>8</u>
TOTAL	4,168	3,686	7,854

QUESTION 1

	PCT 1	PCT 2	TOTAL
BLANKS	51	42	93
YES	1,381	1,140	2,521
NO	<u>652</u>	<u>661</u>	<u>1,313</u>
TOTAL	2,084	1,843	3,927

QUESTION 2

	PCT 1	PCT 2	TOTAL
BLANKS	219	190	409
YES	1,019	889	1,908
NO	<u>846</u>	<u>764</u>	<u>1,610</u>
TOTAL	2,084	1,843	3,927

QUESTION 3

	PCT 1	PCT 2	TOTAL
BLANKS	52	54	106
YES	944	803	1,747
NO	<u>1,088</u>	<u>986</u>	<u>2,074</u>
TOTAL	2,984	1,843	3,927

QUESTION 4

	PCT 1	PCT 2	TOTAL
BLANKS	117	128	245
YES	835	726	1,561
NO	<u>1,132</u>	<u>989</u>	<u>2,121</u>
TOTAL	2,084	1,843	3,927

## VITAL STATISTICS FOR 1992

Births	78	Females	35	Males	45
Deaths	27				
Marriages	19				

**NOTE:** Due to the change in the MGL, Chapter 556, Acts of 1989, the office of the Town Clerk will no longer print names of all the principals of Births, Deaths, and Marriages in Boxford's Annual Town Report.

## DOG LICENSES — 1992

226	Neutered Males	@	5.00 =	\$1,130.00
100	Males	@	10.00 =	1,000.00
27	Females	@	10.00 =	270.00
350	Spayed Females	@	5.00 =	1,750.00
1	Kennel	@	35.00 =	35.00
3	Kennel	@	75.00 =	225.00
6	Kennel	@	100.00 =	600.00
<u>713</u>			Total	<u>\$5,010.00</u>

Late fees collected and remitted

599.00

Total Remitted

\$5,609.00



**TOWN CLERK**  
**FISH AND GAME LICENSES — 1992**

64	Resident Citizen Fishing	@	12.50 =	\$ 800.00
4	Resident Citizen Minor Fishing	@	6.50 =	26.00
3	Resident Citizen Fishing (Age 65-69)	@	6.26 =	18.75
1	Resident Citizen Fishing Paraplegic Blind, Mentally Retarded, Over 70	@	Free	Free
1	Resident Alien Fishing	@	14.50 =	14.50
1	Non-Res. Citizen/Alien Fishing	@	17.50 =	17.50
1	Non-Res. Citizen/Alien 7-Day Fishing	@	11.50 =	11.50
10	Resident Citizen Hunting	@	12.50 =	125.00
29	Resident Citizen Sporting	@	19.50 =	565.50
1	Resident Citizen Sporting (Age 65-69)	@	9.75 =	9.75
8	Resident Citizen Sporting Over 70 (Includes Trapping)	@	Free	Free
8	Archery/Primitive Firearms Stamps	@	5.10 =	40.80
15	Mass. Waterfowl Stamps	@	5.00 =	75.00
112	Wildlands Conservation Stamp - Resident	@	5.00 =	560.00
2	Wildlands Conservation Stamp - Non-Res.	@	5.00 =	10.00
TOTAL				<hr/> \$2,274.30
Fees Town of Boxford				61.55
Remitted				<hr/> \$2,212.75





# **FINANCE**

## **Combined Financial Statements And Additional Financial Information**

**Accountant**

**Board of Assessors**

**Finance Committee**

**Tax Collector/Treasurer**

**Commissioners of Trust Funds**

**TOWN OF BOXFORD  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 1992**

	GOVERNMENTAL FUND TYPES			FIDUCIARY	ACCOUNT GROUPS	COMBINED TOTAL
	General Fund	Special Revenue Fund	Capital Projects Fund	Trust and Agency Funds		
ASSETS						
Cash and Cash Equivalents	\$1,232,549	\$148,004	\$110,597	\$497,377		\$1,988,527
Receivables:						
Real Estate & Personal Property Taxes	220,786					220,786
Motor Vehicle Excise Taxes	105,915					105,915
Tax Liens	330,478					330,478
Other Receivables	10,907					10,907
Total Receivables	\$ 668,086					\$ 668,086
Amount to be Provided for Payment of Long Term Debt					\$6,260,000	\$6,260,000
<b>TOTAL ASSETS</b>	<b>\$1,900,635</b>	<b>\$148,004</b>	<b>\$110,597</b>	<b>\$497,377</b>	<b>\$6,260,000</b>	<b>\$8,916,613</b>

LIABILITIES AND FUND EQUITY

Liabilities:

Warrants Payable	\$ 164,254	\$ 164,254
Accrued Payroll Withholdings	6,100	6,100
Other Liabilities		\$ 3,958
Reserve for Abatements & Exemptions	270,095	270,095
Deferred Revenue	275,801	275,801
Bonds Payable		\$6,260,000

Total Liabilities

\$ 716,250	\$ 3,958	\$6,260,000	\$6,980,208
------------	----------	-------------	-------------

Fund Equity:

Reserved for Expenditures	\$ 88,997	\$ 88,997
Reserved for Encumbrances	52,640	52,640
Reserved for Petty Cash	625	625
Reserved for Capital Projects		110,597
Reserved for Endowments		\$ 85,332
Unreserved:		
Designated for Special Purposes		408,087
Undesignated	\$148,004	

1,042,123		556,091	1,042,123
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Total Fund Equity

\$1,184,385	\$148,004	\$110,597	\$493,419	\$1,936,405
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TOTAL LIABILITIES AND FUND EQUITY

\$1,900,635	\$148,004	\$110,597	\$497,377	\$6,260,000	\$8,916,613
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See accompanying notes to Financial Statements.

**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS**  
**YEAR ENDED JUNE 30, 1992**

	GOVERNMENTAL FUND TYPES			FIDUCIARY	COMBINED TOTAL
	General Fund	Special Revenue Fund	Capital Project Fund	FUND TYPES Trust Funds	
REVENUES:					
Taxes	7,748,569				7,748,569
Charges for Services	71,563	171,074			242,637
Licenses and Permits	90,627				90,627
Intergovernmental	1,029,408	48,813		22,610	1,100,831
Fines and Forfeits	51,108				51,108
Miscellaneous	62,713			55,559	118,272
TOTAL REVENUES	9,053,988	219,887		78,169	9,352,044
EXPENDITURES					
General government	376,284	436		29,601	406,321
Public Safety	920,919			3,767	924,686
Education	4,826,122	199,352	137,190	24,560	5,187,224
Public Works	447,977	40,623			488,600
Human services	111,932	2,990			114,922
Culture and recreation	150,860	4,983		1,798	157,641
Debt service	1,225,541				1,225,541
State and county assessments	86,415				86,415
Insurance	605,638			53,361	658,999
Miscellaneous	24,161				24,161
TOTAL EXPENDITURES	8,775,849	248,384	137,190	113,087	9,274,510

EXCESS (DEFICIENCY) OF REVENUES  
OVER EXPENDITURES

OTHER FINANCING SOURCES (Uses):

Operating transfers in  
Operating transfers out  
Proceeds from short-term and long-term debt

TOTAL OTHER FINANCING SOURCES (Uses)

EXCESS (DEFICIT) OF REVENUES  
AND OTHER SOURCES OVER  
(UNDER) EXPENDITURES AND  
OTHER USES

6 FUND BALANCES JULY 1, 1991

FUND BALANCES, JUNE 30, 1992

278,139	(28,497)	(137,190)	(34,918)	77,534
20,045				
(2,514,000)	( 45)		40,621	60,666
2,500,000			(26,621)	(2,540,666)
				2,500,000
6,045	( 45)		14,000	20,000
284,184	(28,542)	(137,190)	(20,918)	97,534
900,201	176,546	247,787	514,337	1,838,871
<b>1,184,385</b>	<b>148,004</b>	<b>110,597</b>	<b>493,419</b>	<b>1,936,405</b>

See accompanying notes to Financial Statements.



**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**ALL SPECIAL REVENUE FUNDS**  
**YEAR ENDED JUNE 30, 1992**

	Education	Federal and State Grants		Wetlands	School Revolving	Total
		Highway	Other			
REVENUES:						
Charges for Services						171,074
Intergovernmental	42,174		6,639	2,972	168,102	48,813
TOTAL REVENUES	42,174		6,639	2,972	168,102	219,887
EXPENDITURES:						
General Government			157	279		436
Public Safety						
Education	41,115				158,237	199,352
Public Works		40,623				40,623
Human Services			2,990			2,990
Culture and recreation			4,983			4,983
TOTAL EXPENDITURES	41,115	40,623	8,130	279	158,237	248,384

EXCESS (DEFICIENCY) OF REVENUES  
OVER EXPENDITURES

1,059	( 40,623)	(1,491)	2,693	9,865	( 28,497)
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OTHER FINANCING SOURCES (Uses):

Operating transfers in  
Operating transfers out

				( 45)	( 45)
--	--	--	--	-------	-------

TOTAL OTHER FINANCING SOURCES(Uses)

				( 45)	( 45)
--	--	--	--	-------	-------

EXCESS (DEFICIT) OF REVENUES AND  
OTHER SOURCES OVER (UNDER)  
EXPENDITURES AND OTHER USES

1,059	(40,623)	(1,491)	2,693	9,820	(28,542)
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9 FUND BALANCES, JULY 1, 1991

947	144,226	7,132	8,900	15,341	176,546
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FUND BALANCES, JUNE 30, 1992

2,006	103,603	5,641	11,593	25,161	148,004
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See accompanying notes to Financial Statements.

**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**EXPENDABLE TRUST FUNDS**  
**YEAR ENDED JUNE 30, 1992**

	Unemployment Fund	Trust Funds	Stabilization Fund	Conservation Fund	Insurance Fund	Total
REVENUES:						
Contributions & Donations		36,128				36,128
Investment Income	1,718	4,576	10,021	3,116		19,431
Miscellaneous Income					22,610	22,610
TOTAL REVENUES	1,718	40,704	10,021	3,116	22,610	78,169
EXPENDITURES:						
Education		24,560				24,560
Culture and recreation		1,798				1,798
Miscellaneous	17,666	4,868		28,500	35,695	86,729
TOTAL EXPENDITURES	17,666	31,226		28,500	35,695	113,087
EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES	(15,948)	9,478	10,021	(25,384)	(13,085)	(34,918)
OTHER FINANCING SOURCES						
Operating transfers in	14,000					14,000
Operating transfers out						
TOTAL OTHER FINANCING SOURCE	14,000					14,000

EXCESS (DEFICIT) OF REVENUES AND  
OTHER SOURCES OVER (UNDER)  
EXPENDITURES AND OTHER USES

	( 1,948)	9,478	10,021	( 25,384)	(13,085)	(20,918)
FUND BALANCES, JULY 1, 1991	44,000	106,767	235,238	101,638	26,694	514,337
FUND BALANCES, JUNE 30, 1992	42,052	116,245	245,259	76,254	13,609	493,419

See accompanying notes to Financial Statements.

**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**CAPITAL PROJECTS FUND**  
**YEAR ENDED JUNE 30, 1992**

	Cole School	Spofford Pond School	Landfill	Total
REVENUES:				
Bond proceeds				
EXPENDITURES				
Construction	13,816	123,374		137,190
EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES OTHER FINANCING SOURCES	(13,816)	(123,374)		(137,190)
Operating transfers in				
Operating transfers out				
TOTAL OTHER FINANCING SOURCES				
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(13,816)	(123,374)		(137,190)
FUND BALANCES, JULY 1, 1991	27,488	161,750	58,549	247,787
FUND BALANCES, JUNE 30, 1992	13,672	38,376	58,549	110,597

See accompanying notes to Financial Statements.



**TOWN OF BOXFORD  
LONG TERM DEBT GROUP OF ACCOUNTS  
BONDS PAYABLE  
AS OF JUNE 30, 1992**

	Outstanding 6/30/91	Additions	Retirements	Outstanding 6/30/92	Interest Paid
LANDFILL — IMPROVEMENTS Fiscal year 1988 & 1989	70,000		35,000	35,000	3,544
BUILDING IMPROVEMENTS — SCHOOLS Spofford Pond School — Building	2,100,000		125,000	1,975,000	148,550
Cole School — Building	3,300,000		415,000	2,885,000	191,517
Bond Issue I	1,560,000		195,000	1,365,000	111,930
* Bond Issue II					
<b>TOTAL BONDS PAYABLE</b>	<b>7,030,000</b>		<b>770,000</b>	<b>6,260,000</b>	<b>455,541</b>

\* Includes \$300,000.00 applicable to the Spofford Pond School — Building.

See accompanying notes to Financial Statements.

**TOWN OF BOXFORD**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 1992**

**1. Summary of significant accounting policies**

The accompanying financial statements have been prepared in conformity with the accounting practices prescribed by the Uniform Municipal Accounting System (Uniform System) promulgated by the Commonwealth of Massachusetts Department of Revenue for 1986. The significant accounting practices required by the Uniform System and followed by the Town of Boxford are presented below. Accounting requirements of the Uniform System vary in some respects from generally accepted accounting principles. A summary of the significant differences is presented in Notes following.

**2. Fund accounting**

Financial transactions of the Town are recorded in the following funds and accounts:

**General Fund** — An accounting for all transactions not properly accounted for in other prescribed funds and accounts.

**Special Revenue Fund** — An accounting for revenues legally restricted for specific current operating expenditures, which include the following:

Federal & State Grants

Education

Highway

Other

Wetlands

Revolving Funds

**Capital Projects Fund** — An accounting for transactions related to receipts and disbursements of funds used for the acquisition, construction or improvements of major capital facilities.

**Trust Funds** — An accounting for trust funds received by the Town and investment funds of the Town. In most cases, restrictions have been placed on the use of these by the grantors.

**Long-term Debt Group of Accounts** — An accounting for unmatured long-term general obligation bonds.

**3. Revenue Recognition**

Real estate and personal property tax revenues are recorded on a modified accrual basis. All other revenues for all funds are recorded as revenues when received in cash. Accounts receivable balances related to other revenues are offset by a reserve until collected.

#### **4. Expenditures, encumbrances and appropriation balances**

Expenditures are recorded on a cash basis. Special articles, principally capital projects and other non-recurring appropriations, voted at Town Meeting are reserved as expenditures from fund balances. These appropriations do not lapse at year-end and continue until expended or closed to unreserved fund balance.

#### **5. Generally accepted accounting principles**

The significant differences between the accounting practices applied in preparing the accompanying financial statements (see Note 1) and generally accepted accounting principles (GAAP) are set forth below. It is not practical to quantify the effects of the differences on the accompanying financial statements.

#### **6. Fund accounting**

GAAP requires the segregation and reporting of all financial transaction in eight types of funds and two groups of accounts. Financial transactions for the following types of activities are accounted for by the Town on a basis which differs from GAAP:

Payments of principal and interest on long-term debt issues are presently recorded in the General Fund. GAAP requires that such payments be accounted for in Debt Service Funds.

Costs of services to the general public where all or most of the costs are collected in the form of user charges are recorded in the General Fund. GAAP requires that such transactions be accounted for in Enterprise Funds.

In addition, GAAP requires that a General Fixed Asset Group of Accounts be maintained to provide historical cost information for property, buildings and equipment. Such information is not required, but is suggested by the Uniform System.

#### **7. Expense recognition**

Pursuant to provisions of the Massachusetts General Laws, the Town recognizes as an expenditure its share of unemployment compensation costs on a pay-as-you-go basis. GAAP requires that such costs be accounted for on an accrual basis as benefits are earned by employees.

GAAP requires that expense accruals be made to reflect the liability which exists for vacation and sick time which has been earned by employees but not taken. No such accrual has been made as the amount is not estimable at this time.

**TOWN OF BOXFORD**  
**DETAILED STATEMENT OF REVENUES — GENERAL FUND**  
**YEAR ENDED JUNE 30, 1992**

**TAXES:**

Personal Property	88,648	
Real Estate	7,042,372	
Liens	16,107	
Motor Vehicle	545,007	
Penalties & Interest	<u>56,435</u>	7,748,569

**CHARGES FOR SERVICES:**

Roadside Trash Pick-up Stickers	48,926	
Town Clerk	820	
Planning Board	2,100	
Board of Appeals	1,130	
Library Copier	4,335	
Tax Collector	12,499	
Other	<u>1,753</u>	71,563

**LICENSES & PERMITS:**

Alcoholic Beverages License	500	
Dog License	6,280	
Fire Department Inspections	2,600	
Building Permits	42,453	
Electrical Permits	10,850	
Gas & Plumbing Permits	7,665	
Business Permits	719	
Board of Health Permits	19,260	
Other	<u>300</u>	90,627

**STATE:**

Highway	117,775	
Abatements to Elderly	3,463	
School Aid, Chapter 70	60,539	
Additional Assistance	45,818	
Pupil Transportation	47,824	
School Construction	599,206	
Lottery	<u>154,783</u>	1,029,408

**OTHER GOVERNMENT:**

Court Fines	49,923	
Parking Fines	1,085	
False Alarm Fines	<u>100</u>	51,108

**MISCELLANEOUS:**

Earnings on Investments	53,303	
Insurance Reimbursements	6,607	
Other	<u>2,803</u>	62,713

**GRAND TOTAL**

9,053,988

**TOWN OF BOXFORD**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL — GENERAL FUND**  
**YEAR ENDED JUNE 30, 1992**

	<b>GENERAL FUND</b>	
	<b>Budget</b>	<b>Actual</b>
Revenues:		
Property taxes and special assessments	7,152,624	7,140,440
State Aid — Cherry Sheet	1,044,044	1,029,408
Local Receipts	762,000	884,140
<b>Total Revenues</b>	<b>8,958,668</b>	<b>9,053,988</b>
Expenditures:		
General government	386,994	328,390
Public safety	945,918	892,492
Education	4,825,867	4,824,912
Public works	503,229	415,789
Human services	133,349	103,652
Culture and recreation	147,592	146,440
Debt service	1,225,541	1,225,541
State and County assessments	294,171	292,067
Insurance	443,500	399,984
Miscellaneous	24,762	24,161
<b>Total Expenditures</b>	<b>8,930,923*</b>	<b>8,653,428*</b>

\* Excludes Tax Anticipation Notes and Warrant Articles.



**TOWN OF BOXFORD  
WARRANT ARTICLES  
FISCAL YEAR 1992**

Warrant articles are appropriated at Town meetings and represent nonrecurring projects and expenditures which are in addition to the annual operating budget. Warrant article balances do not lapse at year end, and may be carried over indefinitely. The warrant article expenditures detail for Fiscal Year 1992 are as follows:

<b>Art. #</b>	<b>Date Appropriated</b>	<b>Description</b>	<b>Amount</b>
09	5/10/88 ATM	General Repairs - Town Buildings	3,819.53
19	5/10/88 ATM	Purchase Bullet Proof Vests - Police (20)	393.00
23	5/10/88 ATM	Research Legal Titles	1,322.50
07	5/9/89 ATM	Purchase Chipper	880.53
08	5/8/90 ATM	Establish Recycling Facility	2,990.74
09	5/8/90 ATM	Hazardous Waste Disposal	5,780.20
01	5/22/91 ATM	Bill of Charge	2,076.56
15	5/22/91 ATM	Road Maintenance	21,133.60
16	5/22/91 ATM	Fuel Storage Tank - DPW	7,600.00
17	5/22/91 ATM	Fuel Storage Tank - West Boxford	2,574.00
19	5/22/91 ATM	Recording System - Communications	4,966.80
20	5/22/91 ATM	Purchase Defibrillator	6,575.00
29	5/22/91 ATM	Purchase Police Cruiser	16,492.99
30	5/22/91 ATM	Purchase Computer - Tax Collector	14,000.00
32	5/22/91 ATM	Merrimac Valley Library Consortium	4,420.10
35	5/22/91 ATM	Tri Town Council	12,650.00
36	5/22/91 ATM	Abused Women and Children	750.00
37	5/22/91 ATM	Purchase Computer	1,210.60
39	5/22/91 ATM	Essex/Middlesex Sanitary District	2,500.00
02	2/25/92 STM	Purchase Computer - Assessors	10,284.50
<b>TOTAL</b>			<b><u>\$ 122,420.65</u></b>

## BOARD OF ASSESSORS

The Board of Assessors began the year with two assessors who had been appointed to office in August of 1990. As part of a plan to improve the operation of the assessors' office, this board recommended purchasing a software package which would not only do mass appraisal, but also automate most of the functions required by the state in their overview of local assessors. An important feature of the system was that it would be integrated in with the Treasurer/Tax Collector system, thus saving the town considerable money over a stand alone system. This recommendation was approved at a special town meeting in February 1992 and the system was installed in April 1992.

A study of property sales for 1991 indicated that an interim revaluation (as opposed to a full triannual revaluation) was necessary to bring January 1, 1992 assessments into line with sales. As a result, the assessments of most two acre or less lots were decreased 15% and the assessments of all residential buildings were reduced 3%. The result was a net decrease in the total town value by about 8%. It should be pointed out that this reevaluation would not have been practical due to the large amount of effort involved in our previous system, were it not for the new software system.

In May of 1992, the present Board was elected with Mr. Kretsch being the only holdover from the previous Board. The new Board has undertaken a number of steps to improve the quality of assessments in the town. We have prepared a questionnaire to be sent to all new sale owners in order to better understand any differences between the sales price and the assessed value. We also plan on visiting all new sales. We have begun a data quality study of a sample of properties to compare the existing condition of residential buildings with our records to determine the accuracy of all value affecting information. We have also instituted a new schedule for assessing new developments to more accurately reflect the value of the lots as the development progresses.

A total of 42 requests for abatement of values for FY 1992 were processed. One case has been appealed and is pending before the Appellate Tax Board.

The tax rate for FY 1993 was set at \$12.00, up from \$10.70 for FY 1992. A major part of this increase was due to the reduction in values discussed previously. The recapitulation sheet supporting the calculation is attached.

**THE COMMONWEALTH OF MASSACHUSETTS**  
**Department of Revenue**  
**TAX RATE RECAPITULATION**  
**OF**  
**TOWN OF BOXFORD**

**FISCAL 1993**

**1. TAX RATE SUMMARY**

- |  |                |
|--|----------------|
| A. Total Amount to be Raised (from IIE)  | \$9,708,951.61 |
| B. Total Estimated Receipts and Other Revenue Sources (from IIIE)  | 2,182,484.00   |
| C. Tax Levy (IA minus IB)  | \$7,526,467.61 |
| D. Distribution of Tax Rates and Levies <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified |                |

(a) Class	(b) Levy Percentage (from LA-5)	(c) IC above times Each percent in col (b)	(d) Valuation by Class (from LA-5)	(e) Tax Rate (c) ÷ (d) x 1000	(f) Levy by Class (d) x (e) ÷ 1000
Residential	96.3591	7,252,436.45	604,369,369	12.00	7,252,432.43
Open Space	.9725	73,194.90	6,099,500	12.00	73,194.00
Commercial	1.2468	93,840.00	7,819,989	12.00	93,839.87
Industrial	0	0	0	0	0
SUBTOTAL	98.5784		618,288,858		7,419,466.30
Personal	1.4217	107,003.79	8,916,776	12.00	107,001.31
<b>TOTAL</b>	<b>100%</b>		<b>\$627,205,634</b>		<b>\$7,526,467.61</b>

**Must Equal IC**

Kenneth P. Kretsch  
Paul Bourgeois  
Charles W. Thiel

II. AMOUNT TO BE RAISED

A.	APPROPRIATIONS (col. (b) through col. (e) from Schedule B, Page 4)	\$ 7,991,765.58
B.	OTHER AMOUNTS TO BE RAISED	
1.	Amounts certified for tax title purposes	\$ 12,000.00
2.	Debt and interest charges not included in Schedule B	\$1,173,081.25
3.	Final court judgments	\$ 0
4.	Total overlay deficits of prior years	\$ 0
5.	Total cherry sheet offsets (see cherry sheet 1-ER)	\$ 80,044.00
6.	Revenue deficits	\$ 0
7.	Offset receipts deficits Ch. 44, Sec. 53E	\$ 0
8.	Authorized Deferral of Teachers' Pay	\$ 0
9.	Other (specify on separate letter)	\$ 200,515.66
	TOTAL B (Total lines 1 through 9)	\$ 1,465,640.91
C.	STATE AND COUNTY CHERRY SHEET CHARGES (C.S. 1-EC cols. 1 and 2)	\$ 88,689.00
D.	ALLOWANCE FOR ABATEMENTS AND EXEMPTIONS (OVERLAY)	\$ 162,856.12
E.	TOTAL AMOUNT TO BE RAISED (Total IIA through IID)	\$ 9,708,951.61

III. ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES

A.	ESTIMATED RECEIPTS — STATE	
1.	Cherry Sheet Estimated Receipts (C.S. 1-ER Total)	\$1,087,682.00
2.	Cherry Sheet Overestimates (C.S. 1-EC Part E col. 3)	\$ 1,790.00
	TOTAL A (Total Lines 1 and 2)	\$ 1,089,472.00
B.	ESTIMATED RECEIPTS — LOCAL	
1.	Local Receipts Not Allocated (Page 3, col. (b), Line 26)	\$ 754,000.00
2.	Offset Receipts (See Schedule A-1)	\$ 0
3.	Enterprise Funds (See Schedule A-2)	\$ 99,003.00
4.	Revolving Funds (From page 4, col. (e))	\$ 0
	TOTAL B (Total Lines 1 through 4)	\$ 853,003.00
C.	REVENUE SOURCES APPROPRIATED FOR PARTICULAR PURPOSES	
1.	Free Cash (Page 4, col. (c))	\$ 61,302.00
2.	Other Available Funds (Page 4, col. (d))	\$ 178,707.00
	TOTAL C (Total Lines 1 and 2)	\$ 240,009.00
D.	OTHER REVENUE SOURCES APPROPRIATED SPECIFICALLY TO REDUCE THE TAX RATE	
1.	Free Cash	\$ 0
2.	Municipal Light Source	\$ 0
3.	Teachers' Pay Deferral	\$ 0
4.	Other Source (Specify)	\$ 0
	TOTAL D (Total Lines 1 through 4)	\$ 0
E.	TOTAL ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES (Total IIIA through IIID)	\$ 2,182,484.00

**IV. SUMMARY OF TOTAL AMOUNT TO BE RAISED AND TOTAL RECEIPTS FROM ALL SOURCES**

A.	TOTAL AMOUNT TO BE RAISED (from IIE).....	\$ 9,708,951.61
B.	TOTAL ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES (from IIIE).....	\$ 2,182,484.00
C.	TOTAL REAL AND PERSONAL PROPERTY TAX LEVY (from IC) .....	\$ 7,526,467.61
D.	TOTAL RECEIPTS FROM ALL SOURCES (TOTAL IVB plus IVC) .....	\$ 9,708,951.61

**(IVA MUST EQUAL IVD)**



SCHEDULE A. LOCAL RECEIPTS NOT ALLOCATED\*

	(a) Actual Receipts Fiscal 1992	(b) Estimated** Receipts Fiscal 1993
1. Motor Vehicle Excise	\$ 551,695.00	\$ 488,000.00
2. Other Excise		
3. Penalties and Interest on Taxes and Excises	56,435.00	56,000.00
4. Payments in Lieu of Taxes		
5. Charges for Services — Water		
6. Charges for Services — Sewer		
7. Charges for Services — Hospital		
8. Charges for Services — Trash Disposal	48,926.00	0 (1)
9. Other Charges for Services		
10. Fees		
11. Rentals		
12. Departmental Revenue — Schools		
13. Departmental Revenue — Libraries		
14. Department Revenue — Cemeteries		
15. Departmental Revenue — Recreation		
16. Other Departmental Revenue	22,637.00	29,000.00
17. Licenses and Permits	90,626.00	90,000.00
18. Special Assessments		
19. Fines and Forfeits	51,108.00	51,000.00
20. Investment Income	53,303.00	36,000.00
21. Miscellaneous	9,410.00	4,000.00
22.		
23.		
24.		
25.		
26. TOTALS	\$ 884,140.00	\$ 754,000.00

I hereby certify that the actual receipts from the preceding fiscal year as shown in column (a) are, to the best of my knowledge and belief, true, correct and complete, and I further certify that I have examined the entries made on page 4 of the fiscal 1993 tax rate recapitulation form by the City or Town Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

December 19, 1992                      W. P. O'Brien                      Tel. No. (508) 887-8181  
Accountant/Auditor

\* Receipts voted by the City/Town Council or Town Meeting as offsets to the appropriation of a specific department listed on Schedule A-1, fund on Schedule A-2 or revolving fund pursuant to the M.G.L. Chapter 44, Section 53E<sup>1/2</sup> must not be included in columns (a) or (b).

\*\* If any estimate in column (b) is greater than the actual line item in column (a), factual support for the increase should be submitted in writing for approval of the Commissioner of Revenue.

# SCHEDULE B. CERTIFICATION OF APPROPRIATIONS AND SOURCE OF FUNDING

APPROPRIATIONS			SOURCES OF FUNDING				(f)
City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations of Each Meeting	(b) ** From Raise and Appropriate (Tax Levy)	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) *** From Offset Receipts, Enterprise Funds or Revolving Funds Extra Ord. & Unforeseen Expenditures	Memo Only Borrowing Authorization
2/5/92		\$ 12,500.00			\$ 12,500.00		
5/12 & 13	93	7,818,153.58	\$7,556,206.58		166,207.00*	95,740.00	
12/8/92	93	161,112.00	99,810.00	\$61,302.00			* 3,359.00 Wetland Protection Act 162,848.00 Antic. H'way Fund
Totals		\$7,991,765.58 Must Equal Cols. (b) thru (e)	\$7,656,016.58	\$61,302.00	\$178,707.00	\$95,740.00	

\* Enter in this column the fiscal year to which the appropriation relates, i.e., fiscal year 1992 or fiscal 1993.

\*\* Appropriations included in column (b) must not be reduced by local receipts (Schedule A) or any other funding source.

Appropriations must be entered in Gross in order to avoid a duplication in the use of estimated or other sources of receipts.

\*\*\* See A-1 and/or A-2. Include only revolving funds pursuant to Chapter 44, Section 53E1/2.

I hereby certify that the foregoing appropriations and the provisions for meeting the same are as voted and correctly reflect the use of offset receipts and enterprise funds.

Town of Boxford

December 9, 1992

Patricia A. Shields  
Clerk

Tel. No. (508) 887-8181

## BOXFORD FINANCE COMMITTEE ANNUAL REPORT

The Town of Boxford continues to experience the impact of the national and regional economic slowdown. Revenue projections are level with past years. Increased population and the accompanying demand for increased services has severely strained level-funded budgets. In spite of the above and for the first time in years, the town was able to fund the FY93 budget without the necessity of significant Proposition 2<sup>1/2</sup> overrides. One override question was successfully passed by voters to add approximately \$130,000.00 to the Elementary School Committee budget. Steadily increasing enrollment at the elementary level drives the increasing educational expenditures.

The cash flow problems and the accompanying expenses of borrowing in anticipation of tax revenues have been, at least for the present, resolved by the Town's approval of quarterly tax billing. No borrowings were necessary in FY93 through February, nor are any anticipated for the remaining months.

With the exception of the Fire Department which experienced significant budget overruns due to an unusually large number of barn fires, the Town closed the books of FY92 with no significant overruns. The Finance Committee throughout FY92 transferred only approximately \$20,000.00 to cover unexpected and unforeseen expenditures to budgets other than the Fire Department. Of the \$20,000.00, \$8,000.00 was needed to pay interest on tax anticipation notes, leaving \$12,000.00 for budget overruns. This unusually low figure is largely due to the untiring efforts of town committees and departments in accurately projecting expenses and then living within their budgets.

The Committee was saddened to learn that Peter Race, with decades of service on various town boards, had decided not to seek reappointment to the Finance Committee. He had provided consistent leadership through some of the most difficult financial times for the town. His retirement is truly deserved. Fincom lost another valued member in September with the resignation of Barclay Beahm due to increased business travelling. Their respective replacements, Jerry Johnston and John Rizza, have brought fresh insights and expertise to the Committee in these difficult financial times.

Ruth N. Bortzfield, Chairman  
William Carney, Vice Chairman  
Winston Rose  
Manuel DeSouza  
Linda Wilcox  
Gerald Johnston  
John Rizza

# OFFICE OF THE TREASURER/COLLECTOR OF TAXES

## REPORT OF CASH, INTEREST INCOME AND DEBT

### FISCAL YEAR 1992, ENDING JUNE 30, 1992

1. Cash Balances in the custody of the Treasurer as of June 30, 1992 were as follows:

General Fund Cash:	\$1,355,377.95
Trust, Gift & Restricted:	<u>479,810.75</u>

TOTAL ALL FUNDS:	<u><u>\$1,835,188.70</u></u>
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2. Investment income earned during the year ended June 30, 1992 was as follows:

General Fund Cash:	\$ 53,303.05
Trust, Gift & Restricted:	<u>19,432.01</u>

TOTAL E.O.I. ALL FUNDS:	<u><u>\$ 72,735.06</u></u>
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3. Outstanding debts as of June 30, 1992 were as follows:

Purpose	Rate	Principal Due
Sanitary Landfill	6.75%	\$ 35,000.00
Cole School Renovations	*	3,950,000.00
Spofford School Renovations	**	<u>2,275,000.00</u>
		<u>\$6,260,000.00</u>

\* Rate varies over term from 6.00% to 6.35%

\*\* Rate varies over term from 6.00% to 8.75%

The schedule of Trust, Gift and Restricted Funds reflecting receipts, expenditures and transfers for the Fiscal Year 1992 is attached as part of this report.

Alan J. Benson  
Treasurer/Collector of Taxes

# TOWN OF BOXFORD TRUST, GIFT, AND RESTRICTED FUNDS

Fund	Fund Name	Responsible Board	Balance 7/1/92	Receipts	Payments	Internal Transfers	Allocated Interest	Balance 6/30/92
TRUST FUNDS:								
82	Town Farm Fund	Commission	\$ 6.19			\$ -6.19	\$	\$ 0.00
82	Post War Re-hab Fund	Commission	1,257.89				\$ 53.59	\$ 1,311.48
82	Sarah Perley Trust Fund	Commission	10,049.16				428.10	10,477.26
82	Curtis Killam Burial Fund	Commission	2,090.59				89.06	2,179.65
82	Boxford Visiting Nurse Fund	Commission	14,242.31				606.73	14,849.04
82	Narcotics Fund	Commission	181.94			-181.94		0.00
82	Tri-Centennial Fund	Commission	4,974.08			-4,974.08		0.00
82	Tri-Centennial Memorial Park Fund	Commission	1,189.95			6,768.45	339.03	8,297.43
82	Stevens Fund	Commission	286.08			-286.08		0.00
82	Suicide Prevention	Commission	89.45			-89.45		0.00
82	Bi-Centennial U.S. Constitution	Commission	1,794.37			-1,794.37		0.00
82	East Parish Library Fund	Library	389.14				16.58	405.72
82	West Parish Library Fund	Library	154.53				6.58	161.11
82	Emma S. Cote Library Fund	Library	1,967.95				83.84	2,051.79
82	Mary Stacy Holmes Library Fund	Library	517.11				22.03	539.14
82	Milton Lord Memorial Book Fund	Library	1,387.62				59.11	1,446.73
82	Mary Lew Serwo Fund	Library	1,600.86		\$ 127.00		62.79	1,536.65
82	Town School Fund	Elem. School	11,632.73				495.56	12,128.29
82	Barker Trust Fund	Elem. School	7,175.62	\$ 3,000.00			433.48	10,609.10
82	Griffin Fund	Elem. School	9,857.35		1,000.00		377.33	9,234.68
82	Perley Parkhurst Cole Fund	Selectmen	9,690.88	15,615.23	15,615.23		412.83	10,103.71

## Trust Sub-Total

\$ 80,535.80      \$18,615.23      \$16,742.23      \$ -563.66      \$ 3,486.64      \$85,331.78



# TOWN OF BOXFORD

## TRUST, GIFT, AND RESTRICTED FUNDS — Continued

Fund	Fund Name	Responsible Board	Balance 7/1/92	Receipts	Payments	Internal Transfers	Allocated Interest	Balance 6/30/92
GIFT FUNDS:								
80	Library Equipment Donation Fund	Library	112.41					112.41
80	Memorial Gifts to Library Fund	Library	743.39	1,135.31	640.42			1,238.28
80	Council on Aging Donations	Council on Aging	425.66	967.00				1,392.66
80	D.A.R.E.	Police	0.00	4,635.30	3,767.29	563.66		1,431.67
80	Spoftord Pond Garden	Elem. School	0.00	5,580.00	5,750.00			-170.00
80	Fire Department Donations	Fire Department	0.00	75.00				75.00
80	Underground Tank Study	Study Committee	151.75					151.75
	Gift Fund Sub-Total		1,433.21	12,392.61	10,157.71	563.66	0.00	4,231.77
RESTRICTED FUNDS:								
82	Arts Lottery Fund	Arts Council	195.63	2,688.00	1,180.00		72.58	1,776.21
82	Boxford Meadows Dev. Deposit	Planning Board	11,917.16				507.67	12,424.83
82	Memorial Hill Dev. Deposit	Planning Board	10,724.04				456.85	11,180.89
81	Planning Board Consultant Fund	Planning Board	0.00	1,700.00	1,101.00		25.52	624.52
81	Cons. Com. Consultant Fund	Cons. Com.	0.00					0.00
82	Scholarship Fund	Scholarship Com.	1,961.02	886.52	2,200.00		27.59	675.13
83	Stabilization Fund	Town Meeting	235,238.51				10,021.22	245,259.73
84	Conservation Fund	Cons. Com.	101,637.95		28,500.00		3,115.70	76,253.65
79	Unemployment Fund	Selectmen	0.00	58,000.00	17,666.00		1,718.24	42,052.24
82	EARNINGS ON INVESTMENTS		0.00	19,432.01	19,432.01			0.00
GRAND TOTALS			\$443,643.32	\$113,714.37	\$96,978.95	0.00	\$19,432.01	\$479,810.75

## BOARD OF COMMISSIONERS OF TRUST FUNDS

The Board of Commissioners of Trust Funds came into existence in 1992 with the Commissioners elected at the May 19 Town Election. Previously, oversight of general trust funds was vested with the Board of Selectmen. The purpose of the Board is to oversee the trust funds given or bequested to the Town which are not specifically under the direction and control of other Town officials or trustees.

One of the major actions of the Board this year was the consolidation of numerous funds. Based upon research by members of the Board, it was determined that the original intent for use of certain funds in some cases was not determinable. In other cases, the fund balances were very small and comprised of only accrued interest. The following table summarizes the consolidations:

Consolidated Fund Name	Comprised of Trust Funds
Tri-Centennial Memorial Park Consolidated	Tri-Centennial Memorial Park Tri-Centennial Bi-Centennial U.S. Constitution

Purpose: To build a Town Memorial Park on the land to the southwest of the police station.

Stevens/Suicide Prevention/ Narcotics Consolidated	Stevens Suicide Prevention Narcotics Town
---	--

Purpose: Balance donated to the Boxford Police Department for use for D.A.R.E. related purposes.

The Board established a Statement of General Policy for the Management, Control and Custody of Trust Funds to provide general guidance. The Board also established specific Criteria and Guidelines for Expenditures for use of the Boxford Visiting Nurse Fund.

This Board took action to authorize the Town Treasurer to invest funds in additional investments to alleviate the problem of FDIC account limits and so as to assure reasonable returns on invested funds.

The Board of Selectmen specifically requested that the Board of Commissioners of Trust Funds take responsibility for oversight and administration of the Perley-Parkhurst-Cole Trust Fund. This Board accepted the Selectmen's request and as of year end Town Counsel had petitioned the Probate Court to consider the matter, but action had not been taken.

Citizens of the Town of Boxford who wish to make a request for consideration of use of funds controlled by this Board should contact one of the members.

Charles Killam, Chairman  
Charles D. Laderoute, Clerk  
Judith Carr

# **PUBLIC SAFETY**

**Civil Defense**

**Communications**

**Police**

**Fire**

**Animal Control Officer**

## CIVIL DEFENSE

Newly appointed in 1992 as Civil Defense Director, I have quickly learned that this position is primarily involved with emergency management planning and compiling countless reports for state and federal agencies. My predecessor, Ed Smith, left a well-documented Comprehensive Emergency Management Plan manual that offers guidance to the Director on numerous types of events such as hurricanes or severe winter storms.

Plans for 1993 include recruiting a ham radio operator to volunteer to act as the Town's Emergency Management Radio Officer in conjunction with the state emergency radio system. Please contact me if you can help.

An inventory of shelter equipment shows the Town is without sufficient equipment to offer care to a large number of residents during a large event. I plan to organize during 1993 to acquire contributions of the basics such as cots and dried provisions.

Robert D. Hazelwood, Director  
887-8136      352-6157

## COMMUNICATIONS DEPARTMENT

The Communications Department is continuing its planning and implementation work for the Statewide Emergency Telecommunications Board, to bring Enhanced 9-1-1 to fruition. Our Master Street Address Guide was submitted to the New England Telephone Company at this time last year. We have recently completed the next phase of implementation which included filing a Municipal Plan with the Statewide Board. The Municipal Plan discusses locations of Answering Points, Security of Facility and Equipment, Contingency Plans, Call Handling Procedures, Training, and Public Education. With that plan filed, we are awaiting the next set of assignments.

Enhanced 9-1-1 will bring changes to the way that our dispatchers work. More training will become necessary as we are nearing completion of this project. In an effort to prepare ourselves for those changes we have begun to attend more out-of-town training sessions. In November, Judith Stickney and Kristen Duncan attended a two-day seminar on Call Taker-Dispatcher Interview Techniques. This training was conducted by the University of Delaware Continuing Education Program and hosted by the Winooski, Vermont Police Department. In December, John Bain attended a similar two-day seminar on Fire Service Dispatch hosted by the Concord, MA Police Department. I attended a two-day seminar on Emergency Medical Dispatch, also in Concord. The combined information received at each of these trainings is leading us to believe that the greatest need we may have after E-9-1-1 will be additional personnel. Whereas we most commonly have one person doing the job of two on any given shift, the success of E-9-1-1 Dispatching in a Call Taker-Dispatcher model requires a two-person team effort. As the Statewide Emergency Telecommunications Board pushes forward to set standards of training and certification of Dispatchers, the employees of this department are far ahead of any plan they may create thanks to our own in-house training.

Until then, our one-person-working-alone effort brought many letters of thanks to our dispatchers this year. Seldom is the Dispatcher remembered for his or her work that we like to give recognition where it is deserved. Kristen Duncan, Larry Kight, and Warren Gould each received letters commending their service. We should also recognize Louann Bonny, who dispatched the Nason Barn Fire. She handled this call alone, and should be commended for her work which also happened to be her first Fire Dispatch call. It is even more rare for a Dispatcher to receive a letter of praise from another Department, but in the case of the Nason Barn Fire and arson investigation, Dispatcher John Bain received a letter of thanks from Chief Warren for his assistance in tracking teletype information that assisted the officers in their investigation. Kristen Duncan dispatched the Morss Barn Fire call while working alone, and after having worked here for many years, this too was her first structure Fire Dispatch. Kathleen Zolla was working during the Fire at the Killam Mill on Depot Road, and again handled the call with exceptional results.

In closing, as always we thank the Board of Selectmen, and all Public Safety Departments for their support and cooperation throughout the year with a special note of thanks for former Fire Chief Damon Dustin. The following is a list of our employees, and our statistical report for 1992.

Warren Gould, John Bain, Judith A. Stickney, Kristen Duncan, Kathleen Zolla, Robert Corliss, Louann Bonny, Larry Kight.



## COMMUNICATIONS STATISTICS

### YEAR END STATISTICS - 1992

<b>ALARMS</b>	<b>Burglary</b>	<b>Fire</b>	<b>Trouble</b>	<b>True Burg.</b>	<b>True Fire</b>	<b>Notices</b>
<b>Leased Lines</b>						
Zones 1 - 100	263	61	123	0	0	15
<b>Pre-Recorded</b>						
Zones 100 - 126	5	0	0	0	0	1
<b>Digital Dial.</b>						
Zones 200 - Up	161	31	1	0	0	24
<b>Private Alarm</b>						
No Zone #s	637	46	6	0	1	115
<b>TOTALS</b>	<b>1,066</b>	<b>138</b>	<b>130</b>	<b>0</b>	<b>1</b>	<b>155</b>

<b>TELEPHONES</b>	<b>Police</b>	<b>Fire</b>	<b>DPW</b>	<b>Comm.</b>	<b>Wrecker</b>	<b>Ambulance</b>	<b>Other</b>	<b>Total</b>
Incoming	23,135	4,306	617	2,758	105	80	1,495	32,496
Outgoing	3,025	784	163	708	283	218	0	5,181
<b>Totals</b>	<b>26,160</b>	<b>5,090</b>	<b>780</b>	<b>3,466</b>	<b>388</b>	<b>298</b>	<b>1,495</b>	<b>37,677</b>

<b>AMBULANCE</b>	<b>Chaulk</b>	<b>Lyons</b>	<b>Cruiser</b>	<b>Other</b>	<b>Cancel/No Xport</b>	<b>Grand Total</b>
<b>Totals</b>	<b>56</b>	<b>116</b>	<b>0</b>	<b>5</b>	<b>-42</b>	<b>135</b>

<b>WRECKERS</b>	<b>Bay State</b>	<b>Scotty's</b>	<b>Trombly's</b>	<b>Other</b>	<b>Cancelled</b>	<b>Grand Total</b>
<b>Totals</b>	<b>86</b>	<b>79</b>	<b>44</b>	<b>16</b>	<b>-4</b>	<b>221</b>

### MISCELLANEOUS NOTES:

Under WRECKERS, Baystate towed for town until June when Baystate, Scotty's, and Trombly's were all assigned coverage areas.

Under AMBULANCES, Shanahan's was purchased by Chaulk Ambulance in July. The statistics show the totals for both listed under Chaulk for ease of computation.

## DEPARTMENT OF POLICE

During 1992, your Police Department strived to meet its goals in keeping crime down, maintaining a safe environment and being aggressive but not offensive in our daily business. Your Police Department has over 106 miles of roadway and more than 23 square miles of area to patrol on a day-to-day basis and travels approximately 150,000 miles per year providing its services to the town.

The D.A.R.E. (Drug Abuse Resistance Education) Program instructed by Officer Susan Longo has been on going since the start of the school year in 1991. The first D.A.R.E. Graduation was held in April 1992 honoring 85 sixth grade students. The festivities were wonderful. The highlight was the performance of the kids in a play portraying several problems on drug abuse and how kids can say no to this sometime overwhelming experience. Through the instruction of the D.A.R.E. Program, students can learn how to say no and learn ways to build their self-esteem and build communication among their peers, parents, and police.

Officer Longo has been working hard, along with several concerned citizens, to raise funds for the D.A.R.E. Program, which is funded solely by donations. Please support this worthwhile Program. Children are our future and we need to continue to work together to keep kids off drugs!

All Officers have received additional training in firearms, Criminal Law, Motor Vehicle Law, First Aid, First Responders and many other job related issues through the Massachusetts Criminal Justice Training Council and Law Enforcement Television.

During the year over 100 children from various scout troops have visited the Police and Communications Departments. Their tour included a basic safety presentation and procedures to follow during an emergency.

A bicycle registration and rodeo was held in the spring of 1992 at the Police Department. This was a great time for Police personnel and the children of Boxford. We registered 103 bicycles and were able to offer these children bicycle safety rules.

I feel the Town can be very proud of the professional Police Officers we have on the Department, and the manner in which they conduct themselves. Law Enforcement is a very trying and demanding profession and Officers must and have to know how to handle any and all situations as they arise.

The Telephone Pioneers Patriot Chapter #86 donated Teddy Bears to the Department. The Bears are to be used when a child is in distress because of an accident or other emergency. The Police Officers can give these to children when necessary.

The Communications Department received over 23,000 calls for Police service in 1992 which called for Police Response. I wish to express my sincere thanks to the Communications Department for their professionalism and support to the Police Department.

I would like to express my thanks to the Fire Department, Department of Public Works, and the Animal Control Officer for their cooperation in many joint efforts.

Many thanks to the State Police, Essex County Sheriff's Department, and all the area Police Departments for their continued support.

The Boxford Elementary Schools, Masconomet Regional High School District,

and the Boxford Board of Selectmen are to be commended for their continued support and cooperation in all our endeavors.

The Garden Club of Boxford has continued their efforts in keeping the grounds at the Police Station well groomed. The planting of flowers and fresh greens around the holidays are greatly appreciated by all the Police Personnel.

I want to take this opportunity to thank the citizens for their continued support which they have extended to myself and the Department throughout my tenure as your Chief of Police. We are your department and without your support and assistance we would not be successful in our efforts to keep Boxford a safe, enjoyable place to live and visit. Please do not hesitate to call the Police Department for assistance or with information which may be valuable in solving a crime. Don't forget, YOU are our eyes and ears. We need your help and input to be successful.

The Board of Selectmen accepted the resignation of Matthew Donovan and Betty Shaw. Matthew took a position with another Department. We wish him well. Betty Shaw resigned as a Special Police Officer after many years of devoted service to the Town of Boxford. Best wishes, Betty.

I want to thank the personnel of my department for their support, cooperation and assistance during the past year. I am very proud of the personnel working on the Boxford Police Department.

## **BOXFORD POLICE DEPARTMENT PERSONNEL**

### **CHIEF**

Douglas A. Warren

### **DEPUTY CHIEF**

Gordon A. Russell, Jr.

### **SERGEANTS**

Paul M. Bates, Jr.

Ronald P. Giovannacci

### **PATROLMEN**

Brian M. Williams

John D. Iannazzo

Robert D. Hazelwood

Thomas J. Nentwig

Bruce A. Klinger

William G. Decoff

Peter G. Orlando

### **RESERVE PATROLMEN**

Harold W. Trombly

Paul E. Polonsky

Joseph P. Bogigian

Timothy E. Nangle

John C. Vanloon

Susan J. Longo

Matthew C. Donovan (resigned)

Francine J. Gaynor

James B. Riter

### **SPECIALS**

Harold O. Sederquest

Betty Shaw (resigned)

Joan A. Goldsmith

### **POLICE SECRETARY**

Susan J. Longo

## Year End Statistics 1992

Type Code	Totals	Type Code	Totals
005 Housebreak	26	048 Prowler	16
006 Larceny	68	049 Littering	14
007 Motor Vehicle Theft	3	050 General Service	180
008 Non Aggravated Assault	9	051 Officer Wanted	25
010 Forgery	1	053 Prisoner Transport	4
013 Stolen Property	10	054 Assist Persons	109
014 Vandalism	83	055 Property Check	385
015 Weapon Violation	2	056 Message Delivery	21
017 Sex Offenses	3	057 Animal Complaint	158
018 Drug Violation	4	058 Assist Agency	33
020 Off. Against Family/Child	4	059 Assist Disabled M.V.	254
021 O.U.I.L.	7	061 Psychological Aide	2
022 Liquor Violations	2	062 Medical Aide	128
024 Disorderly	4	064 Operation Concern	29
026 Other Non M.V. Offenses	4	065 Protective Custody	1
029 Runaway	6	066 Fire Calls	201
031 Trespass	25	067 Burglar Alarm	844
032 Civil Complaint	9	069 Assist Other P.D.	69
034 Threats/Harassment	20	070 Traffic/M.V. Complaints	2069
035 Warrant Arrests	25		
036 Summons/209A	35	ARRESTS	21
037 Local Ordinance	13	VERBAL WARNING	1186
038 Missing Persons	21	VIOLATIONS ISSUED	228
039 Lost/Found Property	24	WARNINGS ISSUED	634
040 Disturbance-General	12		
041 Domestic	30	073 Speeding Complaint	23
042 Disturbance-Guest	1	075 P.I. Accident	33
043 Disturbance-Gathering	18	076 Non P.I. Accident	97
045 Noise Complaint	54	077 Traffic/Parking	133
046 Phone Calls	70	078 Abandoned M.V.	1
047 Suspicious Activity	538	097 Recovered Stolen	13

Respectfully submitted,  
Douglas A. Warren



## REPORT OF THE FIRE DEPARTMENT

The Boxford Fire Department wishes to make the following report to the citizens of Boxford for the year 1992.

### Responses to Calls for Assistance

Structural	12	Brush, grass, woods	53
Electrical		Investigations:	
Inside	5	Smoke in house	2
Outside	18	Smoke in area	8
Heating	7	Other	11
Appliances	2	False Alarms:	
Cooking	16	Home	31
Vehicle		School	2
Fire	19	Other	16
Accidents	14	Mutual Aid	7
with P.I.	29	Cellar Pumping	4
Medical Aid	128	Miscellaneous	17
other than			
motor vehicle			
Chimney	6		
TOTAL		TOTAL MEDICAL AID	
RESPONSES	407	SERVICES	174

The two most significant events of the year were people rather than nature oriented. Boxford experienced four major arson fires within a one-year period, three of those occurring in 1992. I am pleased to report that by the aggressive, timely and thorough investigation of the four structure fires, two of which were set by the same group, that criminal prosecution resulted from two of the four investigations.

The second major event was the purchase by the Town of 3,000 feet of 5 inch water supply hose and its support equipment which is, in effect, a portable water main. This has added a whole new dimension to the capability of your Fire Department to plan for, as well as suppress, major fires in the community.

Also worthy of note were the results of a severe electrical storm in the early evening of June 8. Within a one-hour period four structures were struck by lightning causing moderate fire damage to three of the four structures and slight damage to the fourth.

### ANALYSIS

Responses by the Fire Department were up again increasing by 9% over the past year. This is in part due to a four fold increase in fires involving structures. These were three confirmed arson fires in this reporting period, all major in nature, plus a number of other minor fires, minor fires, three of which occurred on the evening of June 8th during a severe thunderstorm. Four structures were struck by lightning within a one-hour period causing fires in three of the four structures.

Saving lives and minimizing damage are the primary roles of the Fire Department along with fire prevention. The residents of Boxford are of considerable help in these



areas with the major assist being in the proper placement of smoke detectors. This is evidenced time and time again with the value of smoke detectors proving their value in the fire and life safety of the community. If your home does not have smoke detectors or you have any questions regarding the placement or operation of the detectors, please call the Department at 887-8137. We would be pleased to answer any questions you might have covering same or any other questions you might have concerning your Fire Department. Remember, SMOKE DETECTORS SAVE LIVES.

**EMERGENCY MEDICAL SERVICES**

Two additional firefighters voluntarily completed Emergency Medical Technician (EMT) training and were certified by the Office of Emergency Medical Services, Commonwealth of Massachusetts. This brings the total number of EMTs on the department to 14.

Continuous EMS training is required of all department members and accounted for 820 man-hours in 1992. Included were joint training programs conducted with Lyons and Chaulk (Shanahan) ambulance services as well as the Georgetown Fire Department Dive Team. Additionally, 24 department members completed an extensive eight-hour motor vehicle extrication course conducted last spring.

**FIRE PREVENTION**

Number and type of inspections performed:

Oil burner and above ground tanks	62	Smoke detector	211
Propane Tanks	27	Underground storage tank removal	12

Number of smoke/heat detector permits issued for new construction and/or renovations: 53

Number of field inspections of public and commercial buildings:

Summer camps	5	Municipal	10
Kennels	2	Schools	5
Commercial	10	Miscellaneous	2
Churches	2	TOTAL	36

**TRAINING**

Your fire department conducted 24 fire training sessions at which 31 members invested 1,288 man-hours for an 80% attendance rate. Unfortunately, 1992 was characterized by seven working structure fires, caused by: three arson, three lightning and one appliance malfunction. We are pleased to report that our training enabled us to contain the fires to the building or area of origin.

The town voted to purchase 3,000 feet of large diameter hose (LDH) to significantly improve our water supply capacity. We spent many hours drilling with the LDH including full East and West Pre-Plan drills with Mutual Aid towns.

In addition, we continued our basic skills training including hydraulics, initial attack principals and procedures, SCBA, and Ladders. We continued our Pre-Plan reviews of Cole and Spofford Schools, and the two Libraries.

Last but not least, I wish to thank retiring Chief Dustin for his guidance and support. The success of any training program starts with the Chief.

## **LADIES AUXILIARY OF THE FIRE DEPARTMENT**

The support of the Ladies Auxiliary continues to be of invaluable assistance to the Department, providing support in the event of a major fire, flood, snowstorm or large scale training event, with hot and cold beverages, hot meals and sandwiches, both at the scene of the emergency or at the stations. The membership is comprised of firefighters, wives, family members and friends of the Fire Department. The organization is open to all.

## **OTHER DEPARTMENTS**

The Fire Department appreciates the cooperation, support and assistance of all the Town Boards and organizations with the community. We especially thank the Board of Selectmen, Town Hall personnel, the Police Department, the Department of Public Works, the Communications Department, the Finance Committee and the Planning Board.

## **MEMBERS OF THE FIRE DEPARTMENT WHO SERVED IN 1992 ARE:**

Beardsley, Al; Capt.	Maglio, Joseph
Corriveau, Marcel	Nason, James
Corthell, Robert	Perkins, Peter; Dep. Chief
Denman, Don; Capt.	Powers, Mike
Dolloff, Larry	Reiff, Greg
Drinker, Phil	Riter, Ted; Lieut.
Dustin, Damon; Chief (Ret. 12/31/92)	Riter, James
Dustin, Mathew; Lieut.	Salie, Bill Jr.
Fiedler, Peter	Salie, Bill III
Fleck, Chad	Sideri, Steve
Foster, Ted	Skinner, Roy
Fraser, Andy	Smith, Ed; Lieut.
Goldsmith, Charles; Capt.	Smith, Matt
Gould, Alan	Stickney, Kerry
Gould, George; Capt. (Adm.)	Stickney, Scott
Gould, Warren	Stickney, Shawn
Klinger, Bruce	Thomassen, Thomas
Laverty, Ed; Lieut.	Warter, Mark
Lucy, Al	Williams, Brent
Maglio, John	

We also thank the wives and families of the firemen for their patience and understanding. Their selfless and enduring support is one of the great strengths of this Department.

Damon J. Dustin, Chief  
Peter Perkins, Deputy Chief

On December 31, 1992 Damon J. Dustin retired from the Boxford Fire Department. Damon was a member of the Department for 26 years and was Fire Chief for 10 of these years.

The Department saw many changes during this period of time, the major one being the adoption of the Emergency Medical Service. This is a rescue unit that is comprised of 31 First Responders with 14 of them being Emergency Medical Technicians.

The Fire Department would like to thank Chief Dustin for his many years of service and support to the Town of Boxford.

On December 28, 1992 the Board of Selectmen appointed me to the position of Chief of the Fire Department as of January 1, 1993. I have been a member of the Boxford Fire Department for the past 32 years and I look forward to serving you and the Town of Boxford in the year to come.

Peter C. Perkins, Deputy Chief

## ANIMAL CONTROL (887-8135)

Boxford is in the midst of both a transitional and historical odyssey in its Animal Control services: transitional in that popular Animal Control Officer Diane Waters resigned in December, 1992 to pursue career opportunities out of state; historical in the respect that for essentially the first time the viral disease Rabies has now become a fact of life to be dealt with here in both the wild and domestic animal populations of Boxford and the entire Northeast. Previously, only small incidences of Rabies disease have been present in bats in Massachusetts, but owing to an outbreak of raccoon rabies in the mid-Atlantic states in the 1980s, a strain has worked its way northward and is now within our borders. All mammals can become infected with the Rabies Virus, but it is to be found primarily in raccoon populations, with "spillover" into skunks, foxes, woodchucks (or groundhogs). Wildlife species of rabbits, opossums, squirrels, chipmunks, rats, mice and other smaller rodents are more rarely affected. Birds, snakes, turtles, lizards, frogs, toads, salamanders, fish and insects do not get the Rabies Virus. Local horses are now at risk, as are other domestic farm animals such as sheep, goats and cattle, etc. Local veterinarians are advising all levels of domestic livestock be inoculated. It is essential that all pet owners be informed and aware of the most basic preventative and general measures to be taken to safeguard their specific animals and, thus, their families.

**The single most important protection available is vaccination of all family dogs and cats, both those kept indoors as well as outdoors. A new Massachusetts law has been enacted requiring the vaccination of all cats as a control measure.** Cat licensing is not currently required. Unvaccinated cats are subject to a \$50.00 fine.

There is much available information being disseminated in newspapers, television programs and through usual animal publications and venues, including the MSPCA, Mass. Department of Public Health and Mass. Division of Fisheries and Wildlife, Mass. Division of Animal Health, and Mass. Division of Environmental Law Enforcement. The Boxford Board of Health has taken a leadership role in developing a comprehensive policy towards safeguarding local citizenry and their pets. Your Boxford Animal Control Officer, Animal Health Inspector and Local Veterinarians have received prophylactic Rabies immunizations and have participated in informational interviews and collaborated on a factual video presentation on our Local Cable Station, Channel 03.

**Boxford does not have a leash law, but it is imperative for the health and safety of all concerned that a more responsible attitude prevail throughout the town regarding dogs and cats at large.** Much stricter emphasis will be placed on dog licensing and more attention paid to pick-up of any habitually roaming animals not displaying proper tags or without collars. Impounded strays will be subject to strict release rules concerning current licenses with proof of Rabies vaccination. Roaming animals are primary high risk sources for encounters with sick and infected wildlife. Dogs and cats returning home with bites and scratches of unknown origin present elevated risks of transmission of the Rabies Virus to their owners and other family pets through the saliva and possible blood to which they may have been exposed. Dogs and/or cats who may while roaming kill and/or eat wildlife or even fresh roadkills present additional hazards which may go undetected initially. Dogs



and cats, even with current shots, if known to have Rabies exposure, must receive a booster immediately and serve a 10-day quarantine.

Intelligent general homeowner management will help to keep at-risk populations of raccoons, etc. away from your properties. Keep all garbage and refuse containers tightly fastened and in suitably locked sheds, etc.; livestock owners must keep grain bins or cans tightly closed; do not feed pets outdoors; keep birdfeeder spillage to a minimum; cap chimneys, seal holes into foundations or under porches, etc.

No one wants to suggest that we live in fear of the various wildlife which bring such great pleasure to all of us as country residents, but from now on, and for the foreseeable future, we must adopt a somewhat different perspective, one which is decidedly "hands-off". Wild creatures, even ones which do not presently act ill, should be left alone and should not be touched for any reason. Animals not displaying symptoms can still be carriers who have yet to express disease. Ill-acting or injured creatures should be immediately reported to Animal Control, the Police, or Fisheries and Wildlife personnel for evaluation and specific action.

Should any contact occur with suspect rabid wildlife or sick appearing animals of any variety, be it a bite, scratch, etc., immediate first aid in any case should consist of thorough scrubbing with soap and water for 10 minutes, followed by prompt medical attention. Bites of the upper body, such as face, neck, etc. require emergency action and the Boxford Police are available to transport citizens to Beverly Hospital, Beverly, Mass. which is specifically staffed and equipped to handle Rabies exposure treatment.

With responsibility and attention to basics, as well as good common sense we can learn, as have so many other states, to live with this serious disease. Some experts have forecast the next two years as potentially the most active in a cycle which, now that it has appeared, will most probably be with us for the foreseeable future.

Licensing of all dogs as mentioned above is now crucial to all citizens' well-being, as no licenses are granted without a proof of Rabies vaccination certificate. Licenses are available from the Town Clerk at the Town Hall from 7 am to 3 pm, Monday thru Wednesday and from 7 am to 1 pm on Thursday. Local Rabies Clinics are planned for at least two sessions this year and dates can be acquired from many local publications, the cable channel, animal health and control personnel and local veterinarians and kennels.

Please help all of your front line defense personnel, Animal Control, Animal Health Inspector, Police, etc., to assist in keeping your pets and your families safe and healthy. Presented below for your information are names and telephone numbers which may be of further assistance.

THE MSPCA  
(617) 522-7400

MASS. DEPT. OF PUBLIC HEALTH  
(617) 522-3700

MASS. DIV. OF ANIMAL HEALTH  
(617) 727-3015

MASS. DIV. FISH. & WILDLIFE  
(617) 727-3151

MASS. DIV ENVIRON. LAW ENFORCEMENT  
(800) 632-8075

Helen L. Phillips  
Animal Control Officer



# **EDUCATION**

**Trustees of the Boxford Town Libraries**

**Elementary School Report**

**School Building Committee**

**North Shore Regional Vocational School Committee**

**Mrs. Griffin Trust Fund**

## BOXFORD TOWN LIBRARIES

10 Elm St.  
Boxford, MA 01921  
508-887-READ

188 Washington St.  
West Boxford, MA 01885  
508-352-READ

### LIBRARY TRUSTEES' REPORT

Trustees:	Helen Millstein, Chairperson	Term Expires 1995
	Kathleen Gorman	Term Expires 1993
	Judith Littlefield	Term Expires 1994
	Richard Price	Term Expires 1993
	Barbara Schaller	Term Expires 1993
	Dean Spofford	Term Expires 1995
	Enid Thuermer	Term Expires 1994
	Kathleen Ulman	Term Expires 1995
	Nancy Woolford	Term Expires 1994
Library Director:	Adele McConaghy	

While each of us can look back on 1992 as a year of change, for better or worse, depending on one's point of view, one thing that continues to improve and benefit our lives are the Boxford Town Libraries. Most of us take for granted a library. The past few years have shown that even that is not a certainty. But with the efforts of a fine Director, hard working staff and dedicated Board of Trustees, and all those other groups and individuals who continue to give support, we continue to grow.

The past five years have brought the world of computers and "high tech" into our Libraries. No longer merely a repository for books, they are now a center for information. New technology makes it possible to access information and materials from thousands of sources locally as well as across the country. Students and business people, among many, are using these sources in increasing numbers at our Libraries and we are working continuously to ensure that staff professional skills can keep up with these demands.

In spite of those demands and the necessity to increase the use of technology in our Library function, Boxford has been fortunate to have the warmest and most outgoing of people on the staff. Director Adele McConaghy continues to warmly welcome patrons, new and old, and the Staff still manages to handle the day-to-day routine with friendliness and help when needed. We will continue to provide that very special small town warmth along with high tech innovation.

The generosity and hard work of others plays a very large role in our Libraries' continuing success and service. The Public Trustees continue to help us remain current and expand our reference collection, one of our areas of greatest use. Our video and audio selections keep growing and improving, with volunteer help working on classifying, cataloging, and sorting the videos.

Our largest support group, "The Friends of the Boxford Town Libraries," just got larger, thanks to the efforts of a new Board, with Rebecca Peters and Maureen Archer

as Co-Chairpersons, and a membership drive. The "Friends" annual book sales and bridge luncheons not only raise funds but make it fun for everyone, and ultimately help provide our free museum passes.

And not forgetting the younger crowd, our Children's Librarian, Jeanne Pucci, has given a wealth of programs in the past year, many being "sold out" rapidly. Storyhours, the "Reach for it — Read!" summer program, the annual Spelling Bee in conjunction with Topsfield, as well as various other special programs were all popular events. Through the efforts of many volunteers, the Children's 4th of July Float won the "Crowd Pleaser" award in the Boxford 4th of July Parade. Thanks to Alan Benson the children were again treated to Benson's famous sundaes in celebration of the annual Summer Program.

Art exhibits in both libraries have been wonderful. There is seldom a bare wall in either location, thanks to the efforts of our Director and our volunteer art coordinator, Mary Lou Mattoon. Marilyn May is in charge of the exhibit cases which are filled with interesting treasures each month. The art, along with our other programming, has generated some very fine publicity in local and regional publications.

Programming for adults continues to be excellent with programs such as the "Columbus" series. This five-part discussion series entitled "Encompassing Columbus: Five Italian Lives" was made possible by a \$3,500 grant that Director Adele McConaghy received from the New England Foundation for the Humanities. Professor Roland Greene from Harvard University led the discussion topics of Renaissance art, politics, culture, exploration and invention.

New additions to the Libraries will serve many needs. The Director was able to obtain a FAX machine though the Eastern Region Library System. The FAX is now at the Boxford Village Library, available for patrons' use for a fee. A quite different acquisition — a piano — came through the splendid generosity of a patron. The piano resides in the Mim O'Brien room at the West Boxford Library and is a memorial to Mr. Lawrence Sprague.

Always new and delightful are the seasonal floral displays which the Boxford Garden Club provides, as well as their continual tending of the grounds at both libraries. A major undertaking in 1992 was the redesigning and planting of the West Boxford Library.

Budget constraints continued in 1992 but the help and generosity of many have made it possible to meet increased demand for our services. To be able to meet this demand and remain a special part of the community — to give that warm greeting while doing a computer search — is truly the best of both worlds.

Statistics:

Twelve months ending December 31, 1992:

Circulation:	56,387
Weekly Hours:	87
Magazines:	165
Newspapers:	15

Helen K. Millstein, Chairperson  
Library Trustees

# SCHOOL COMMITTEE REPORT

## School Committee

Holly Langer, Chairperson	Term expires, 1994
Charles Costello, Vice Chairperson	Term expires, 1993
Sharon Benson	Term expires, 1995
Barry DeNofrio	Term expires, 1993
Stephanie Meegan	Term expires, 1995

School Superintendent, Joseph J. Connelly, Ed.D.  
Assistant to the Superintendent., Robert R. Milley  
Administrator of Special Education, Vickie Charlton

## School Committee Operation

The Boxford School Committee holds regular meetings generally on the second and fourth Thursday of each month. Meetings are usually held at the Cole School at 8:00 p.m. They are open to the public and citizens are encouraged to attend. Individuals or groups may suggest an item to be placed on the agenda by forwarding a written request to the Superintendent of Schools. A notice is posted in the Town Hall in the event of special meetings or a change in the date or place of meetings.

The major objective of the Committee continues to be provision of a quality educational program within available funding resources. The grade level organizational structure locates Kindergarten through Grade Two at the Cole Elementary School and Grade Three through Grade Six at the Spofford Pond Elementary School. Ongoing curriculum renewal is provided through a strategic planning effort which addresses a major curriculum area on an eight-year cycle for each subject. The current school year (1992-1993) is the final year in a curriculum initiative to revise the elementary mathematics curriculum. It is also the second year in the process for updating the elementary social studies program.

The School Committee continues to support effective utilization of the school plants for educational, cultural, and community-based activities. As an example, the Horizons Program, under the able direction of Nancy Vose, offers more than forty enrichment courses in six locations during both the fall and spring semesters. Also, an extended day care program, sponsored by the Merrimack YMCA, for school-aged children is available to Boxford families. Utilizing the Spofford Pond School facility, more than fifty children are supervised in this important program either before or after school between the hours of 7:00 a.m. and 6:00 p.m. each school day. Boy Scouts, Cub Scouts, Brownies, recreational basketball for children and adults, and indoor soccer are only some of the regular weekly activities in our schools. Several town boards and committees also meet regularly in our school facilities.

A School Building Committee has continued to operate during 1992. Construction of the Cole School addition was complete in the fall of 1990, resulting in eight classrooms and other functional areas being added to the existing building to accommodate the school enrollment increases. Renovation and expansion of the Spofford Pond School commenced in the spring of 1990. Renovation on the original building, accomplished during the summer of 1990, included replacement of all vinyl-



asbestos floor tile, repainting, HVAC system renovation, ceiling replacement, lighting installation, and numerous other necessary improvements and repairs. An additional five classrooms, a music room, art room, and other areas were added to Spofford Pond School via an addition completed in the summer of 1991. A more detailed report on the current status of School Building Committee activities is offered at the end of this report. The School Committee, on behalf of the community, commends the dedicated service of the School Building Committee and the school administration for their dedication and leadership in providing an appropriate and excellent facility for our growing school population.

Severe reductions in state funding have eliminated many resources to our schools. The Jonathan Tyler Barker Fund, as well as parent and civic groups such as the Boxford P.T.O. and the Tri-Town Foundation, have been among the few steadfast avenues of support for special school projects.

The School Committee acknowledges and commends the outstanding contribution and support the Boxford Parent/Teacher Organization has provided for the schools. The enrichment programs and materials, computer equipment, cultural activities, educational field trips, and other resources that result from the fiscal support of the P.T.O. have clearly served to provide the breadth of experiences for students that the classroom alone cannot deliver. The ongoing communication and moral support from the Parent/Teacher Organization have served to bring parents, teachers, administrators, and committee members together with the goal of providing an education of the highest quality for all Boxford children.

The School Committee expresses special recognition to teacher and Boxford resident Ruth Race who resigned her position at the end of the 1991–1992 school year after eighteen years of distinguished service. The dedication, skill and warmth that she consistently demonstrated to her many students exemplified the best that the Boxford Schools had to offer.

**School Enrollment, October 1, 1992**

	K	T	1	2	3	4	5	6	TOTAL
Harry Lee Cole School	108	14	116	129					367
Spofford Pond School					100	104	104	92	400
DISTRICT TOTAL									767

**Enrollment Trends — past six years**

Year	Students	Increased	Increased
1987-88	594	+17	2.9%
1988-89	622	+28	4.5%
1989-90	643	+21	3.4%
1990-91	681	+42	6.5%
1991-92	711	+30	4.2%
1992-93	767	+56	7.9%

The above figures indicate an increase in enrollment in the Boxford Elementary Schools of 194 students over a six-year period. This represents nearly a 33% increase in the student population over this time period.



## Fiscal

The budget development process is an extensive and involved task during which the Committee must make difficult decisions to bring into balance both the financial concerns of the community and elements of high quality, appropriate educational services. Increasing costs associated with minimal salary increases, school transportation, building maintenance, and increased enrollment must be addressed with consideration of diminished fiscal support from the state.

The School Department budget for the year 1992-1993 is as shown:

General Administration and Supervision	\$ 247,449
Instructional Salaries	1,308,402
Instructional Materials	76,077
Other School Services	35,968
Regular Transportation	131,758
Fuel and Power	89,780
Building Operation and Maintenance	137,997
Special Education	433,427
TOTAL	\$2,460,858

Escalating costs within the special education program, mandated by Chapter 766, make the task of balancing school needs with available resources even more difficult. The Committee makes every attempt to access state and federal funding. As examples, P.L. 94-142, P.L. 89-313, and Chapter One were utilized to help offset costs for special education and compensatory education staff. State funding received through Chapter Two is used to provide materials for its early childhood programs.

In the area of Special Education, Project Tutor Grant (94-142) and Project Help Grant (89-313) are two continuing federal grants that contribute to provision of a school adjustment counselor, three special needs teacher aides, materials, equipment, and teacher in-service training.

A Dwight D. Eisenhower Title II grant was awarded that provided staff development in elementary mathematics. State-funded Commonwealth Inservice Institute Grants, awarded in previous years, were not made available by the state during the current school year.

A grant from the Governor's Alliance Against Drugs will be used to provide training and materials for implementation of Project Charlie, Here's Looking At You 2000!, and D.A.R.E. — programs for self-esteem development and substance abuse awareness.

A grant jointly sponsored by the Children's Trust Fund enables the Boxford Schools to expand Kids and Company, a personal safety and physical/sexual abuse prevention program adopted in 1991, into Boxford's elementary classrooms. Staff in-service training is donated by Boxford resident Stephanie Meegan.

The schools of Boxford, Topsfield, and Middleton, including Masconomet Regional, were awarded \$56,000 for a competitive Comprehensive Health Education and Human Services grant by the Commonwealth of Massachusetts. This grant, overseen by a broad-based Tri-Town Health Advisory Committee, will fund health curriculum development and many other school and school community initiatives. The funding is the first year of a three-year cycle.

The Tri-Town Educational Foundation is a non-profit local citizens' group that raises funds through a donation program for the sole benefit of the Topsfield, Boxford, and Middleton Schools. During the current school year, funding provided by the Tri-Town Educational Foundation supported many initiatives at the Spofford Pond School: an enrichment geography unit for grade six, resources for incorporating economics in history, an Author of the Month program, materials for a human growth and development program, and funding for initial equipment and license for Mass Learnpike — a cable and satellite-based network that enables students to access a wide variety of remote learning resources. The Cole School received Foundation funding for materials and staff training in the Great Books classic literature program that promotes the building of connections between home and school in reading. An annual fundraising telethon is sponsored by the Tri-Town Educational Foundation to support benefits provided to the schools.

### **School Committee Goals**

Each school year, the School Committee establishes goals for the improvement of education in the schools. During 1992-1993, the School Committee has established objectives for the Boxford Schools:

## **BOXFORD SCHOOL COMMITTEE OBJECTIVES, 1992-1993**

### **Curriculum and Instruction**

1. To implement Phase II of the revised elementary mathematics curriculum.
2. To endeavor to expand enrichment opportunities in grades K-6 for students with high ability and interest in specific curriculum related strands as well as higher level thinking to all students.
3. To review and address program and staff needs in the elementary health program, as funding allows, with the goal of making the program more comprehensive.
4. To consider implementation, if funds permit, of foreign language instruction in the elementary curriculum.
5. To pilot components of a revised social studies curriculum as part of the curriculum revision cycle for the elementary program.
6. To continue to offer a twelve-month plan for in-service staff development opportunities based upon an annual assessment of needs.
7. To continue to promote practices that Improve curriculum consistency within each grade level; and, to assess priority transition issues between grades 2 and 3 and grades 6 and 7 for the purpose of making these transitions as smooth as possible.
8. To review the whole language program currently being implemented in the primary grades with the intent of investigating the need, when necessary, to offer greater diversity of instructional methodology.

### **Organization**

9. To explore and study the possibility of implementing long-term planning strategies with an initial emphasis on developing a comprehensive vision statement that provides direction for school system practices and future initiatives.
10. To continue to maintain class size standards appropriate for each grade level.

11. To maintain a continuing 3-year program for acquisition or replacement of instructional materials and equipment.
12. To maintain the newly renovated and constructed school buildings and grounds to the highest level possible.
13. To continue to take all necessary steps to meet the requirements of and access the opportunities of State and Federal Grants Programs and initiatives.

### **Community Interaction**

14. To continue to seek home/school communication strategies that will enhance parental awareness of grade-level curriculum expectations.
15. To continue to conduct forums and small focus groups that provide parents and other community members with an opportunity to interact with the administration and Committee on educational issues.
16. To continue to involve parents and appropriate Masconomet personnel in the systemwide review and revision of the Topsfield/ Boxford elementary school curriculum; and, to encourage the participation of appropriate representatives of the Middleton elementary school system.
17. To work closely with all townwide boards and committees in promoting and obtaining support for the elementary school budget and programs.
18. To continue with the publication and distribution of the *Boxford Elementary Education Review*.

### **Curriculum Development**

In accordance with the regular curriculum development cycle, a broad-based Elementary Social Studies Committee consisting of teachers, administrators, and parents from Boxford, Topsfield, Middleton, and Masconomet Regional was initiated in the fall of 1991. The Committee reviewed the existing social studies program and is considering a variety of alternatives for updating and improvement. A Statement of Philosophy was developed by the team and shared with the entire school community. A clearly defined program that incorporates research skills, critical thinking, communication competencies, and an ability to process and analyze information is a part of the consensus vision for this curriculum. Subcommittees are exploring the use of various educational technologies as instructional and research tools, and also are seeking ways to integrate language arts skills with social studies. During 1992-93, potential components of the program are being piloted and monitored. Curriculum development and implementation is planned beginning in the fall of 1993.

The elementary mathematics curriculum was revised during 1990-1992. Math Their Way, a hands-on approach to learning, is a major component of the primary program. The Addison-Wesley text series was adopted for use in grades 3-6. In its implementation phases, the school department is exploring additional ways to meet individual needs through enrichment activities and materials and also through use of microcomputer applications.

During the summer of 1992, a reading seminar was established at which early elementary teachers examined the introduction of elements of phonics with our whole language approach which has been extremely successful in Boxford. Various strategies were devised to expand the instructional repertoire of staff to assist in dealing with the wide range of abilities and learning styles within a classroom.



A Report Card Revision Committee developed improved progress reports that will be implemented during the 1992-93 school year. Separate report cards were devised for Kindergarten, for Grades 1 and 2 and for Grades 3-6. A major goal at the primary level is to produce a report card that is appropriate for the school district's developmental curriculum. In the upper elementary grades, the revised report cards will include some new areas, such as computer lab and library skills, and also have increased opportunities for commentary on personal/social growth.

A Foreign Language Instruction Study Committee comprised of staff and parents from Topsfield, Boxford, and Middleton produced a report and implementation plan supporting the introduction of FLES (Foreign Language Study in Elementary Schools) into the curriculum. Although all towns have endorsed the FLES program, budgetary shortfalls have forced postponement of implementation.

### **Early Childhood Education**

An Early Childhood Education Committee was formed in 1987 to explore educational models and curriculum for Pre-Kindergarten students. Committee research on pre-school screening instruments and on entrance age provided input for current policies and procedures. Efforts of the committee resulted in expansion and improvement of the district's outreach in identifying special needs students within the 3- to 5-year-old population so that early intervention services could be provided. An integrated preschool program was established at the Steward School in Topsfield to provide an environment in which both special needs and model students share participation in developmental learning activities. Several Boxford students are enrolled in this cost-effective and purposeful program. The feasibility of establishing a similar program at a Boxford site is currently being explored.

### **Educational Technology**

As a result of past planning efforts, a computer lab has been established at the Spofford Pond School in which students are involved in a variety of activities. Some major areas addressed are writing, language arts, math problem solving, social studies problem solving, and science. The lab now includes Macintosh and IBM compatible hardware that has been acquired through the support of the Boxford PTO and a supplementary per-pupil grant from the Commonwealth of Massachusetts.

Computers provided through P.T.O. support are also used at the Cole School in classroom settings for integration with the process writing program. Acquisition of additional equipment through an Educational Technology Capital Improvement Grant has enabled expanded access to computers for regular education and special needs students. Both schools have benefitted by the donation of individual computers from residents of the town.

A major initiative at the Spofford Pond School this year has been to involve teachers and students in the Massachusetts Corporation for Educational Television's Mass LearnPike Project. This project links Spofford Pond by satellite and computer to other schools across Massachusetts and beyond. Membership in the Mass LearnPike enables staff and students to interact with experts in a wide variety of curriculum areas in an interactive format through the use of telephone, television, and computer linkages. Participation in the project has been made possible by a grant from the Tri-Town Educational Foundation.

Laser disk players In each building have been acquired through P.T.O. donations. These are utilized in classrooms to access a wealth of video resources available for elementary science.

### **Kindergarten Restructuring**

In the fall of 1991, the kindergarten program at the School was restructured to have a three full day schedule in contrast to the previous five half-day schedule. The full-day concept was originally explored several years ago by the Early Childhood Education Committee. The new schedule allowed the School Department to save considerable funding through the elimination of midday busses. However, beyond the savings, many positive educational benefits have been realized by the extended day, one major benefit being the ability of students to participate in more comprehensive projects without interruption or premature dismantling. An optional kindergarten activity program, offered on a user-fee basis, is available on those days students are not in regular school session. Staff and parental feedback on the effectiveness of the restructured kindergarten has been very positive.

### **Testing Program**

The Massachusetts State Basic Skills Test, previously delivered in October to all eligible grade three and six students in reading, writing, and mathematics, has been discontinued due to insufficient funding at the state level. State Assessment Tests continue to be delivered every other year in the spring to students in grade four. These Assessment Tests deal with reading, math, science, and social studies and provide information to the schools on areas of curriculum and instruction and assist the district in identifying any weaknesses in their programs of study. In the spring of 1992, the Assessment Tests, for the first time, included open ended questions requiring narrative answers, in an effort to evaluate problem solving and communications skills. The students of Boxford scored extremely well in comparison to similar districts. This affirmed that the effort and resources dedicated to an aggressive ongoing process of curriculum renewal has resulted in our curriculum to be current, comprehensive, and expertly delivered.

In May of each school year, the Boxford Elementary Schools have utilized the Iowa Tests of Basic Skills in reading, language, math, and work-study skills in an effort to obtain detailed information on the ability and growth of individual students in numerous sub-skill areas so that appropriate instructional programs may be prescribed. These tests are administered in grades three and five. The Iowa Tests also provide feedback that enables minor grade-level modifications in basic skill instruction that would serve to improve group competency.

In May of 1991, the National Achievement Test in reading and language arts was administered for the first time in grade two. Results were shared with the teaching staff and individual student reports were sent home to parents. Results from all components of the standardized testing program have been well-utilized in an attempt to monitor, evaluate, and continually fine-tune the instructional process. The School Committee and administration are committed to an ongoing assessment of our testing program in an attempt to maximize consistency between curriculum goals and the system for evaluating those goals.



## **Teacher In-Service Training**

The School Committee continues to place strong emphasis on planned staff development programs that focus upon curriculum priorities and individual staff needs. Topics for staff development programs in the year 1992-1993 included transition grade planning, implementation of a Great Books home-school reading program, mathematics enrichment, integration of computer software with the curriculum, exploration of distance learning resources, planning for parent informational events, and a refinement of the pre-referral process for special education candidates. The Committee provides incentives through tuition reimbursement programs for teachers to pursue graduate level coursework outside of the school day. It is the position of the Committee that this ongoing renewal process facilitates implementation of new curriculum and instructional techniques and enables teachers to maintain their professional skills. A well-trained and competent professional staff will benefit all students in the schools through increased awareness of new instructional strategies and current content.

## **Comprehensive Health Education**

A major Comprehensive Health and Human Services Grant was awarded to the Boxford, Topsfield, Middleton elementary schools and Masconomet Regional to deal with many aspects of health education on a Pre-Kindergarten to grade 12 basis. The grant proposal was developed by a school and community based team and directly reflects the needs in health education and services as determined by a series of surveys given to parents, teachers, and students. Funding provides the services of a part-time Health Education Coordinator who will facilitate the many aspects of a three-year plan. A curriculum subcommittee has been formed that will review and recommend programs, materials, and objectives in areas such as self-esteem promotion, substance abuse awareness, personal safety and physical abuse prevention, nutrition, and AIDS education. The grant further provides for materials, resources, and staff training. Informational activities for parents, personal wellness activities for staff, and coordination of school health policies and procedures are but a few of the initiatives that will be undertaken. Important linkages between families, schools, and social services will be promoted. The overall goal of the Comprehensive Health Initiative is to establish conditions that would promote the total health and well-being of students so that they can maximize their potential as learners and strive toward educational excellence.

## **Special Needs Education**

School districts are mandated, through state and federal laws, to provide special education services to those students who require it.

As of January 1993, there were 158 special needs students in the Boxford Elementary Schools, including 49 at Cole, 91 at Spofford Pond, 4 in outside placements and 14 preschoolers, several of whom are enrolled in our Topsfield/Boxford Integrated Program. The percentage of Boxford students receiving special education services is approximately 18.67% which is higher than the state norm.

During the school year 1992-1993, the Special Education staff consists of 1 Special Education Administrator, a special education secretary, 3 resource room

teachers, 2 resource center teachers, 6 aides, 2 part-time counselors, and 2 speech therapists (one full-time & one part-time). The support offered to students in the Boxford schools range from monitoring their progress in the regular education classes and consulting with their regular education teachers, to total academics in a substantially separate language-based program. Most of our students receive under 6<sup>1</sup>/<sub>4</sub> hours or less per week of services (502.1 and 502.2 prototypes).

When the need for specialized support services arises, the town contracts with outside vendors. This year we're utilizing several private agencies and individuals to provide occupational therapy, physical therapy, low vision services, and adaptive physical education.

Boxford also belongs to the Greater Lawrence Educational Collaborative which is comprised of several Merrimack Valley school districts who come together with shared concerns. It provides programs for low incident special needs students, serves as a resource to address special education issues, and offers any needed support services. At present three of our outside placement students are in collaboration classes.

Topsfield and Boxford parents of special education students have joined together to form the Parent Advisory Council (PAC). The purpose of the PAC is to maintain ongoing contact with Special Education Department and the Special Education Administrator, to review the department's annual program plan, to offer input into program planning and to share information, resources and support. Meetings are held monthly and on the agenda are outside speakers who have been invited to address the group on topics chosen by parents, as well as discussion topics of mutual interest.

**Health Services**

The Health Service in the Boxford Schools is performed by Dr. James Brackbill, School Physician, Lynne Nechtem, School Nurse at Cole, and Rosemary Smaha, School Nurse at Spofford Pond. The responsibilities of the health personnel include:

Physical Exams	29 students in both schools
Mass. Vision Tests	All students, 28 referrals
Mass. Hearing Tests	All students, 19 referrals
Kindergarten Screening	99 students, 1 referral-hearing, 6 referrals-vision
Tuberculosis Testing	All new staff, bus drivers and volunteers
Postural Screening	184 students in Grade 5 & 6, 6 referrals
Home Visits	3 at Spofford Pond, 21 at Cole

In addition, 8,196 ill and injured children were seen and treated in the health suites. There were 25 reportable accidents. Medications were administered as prescribed by the physicians. Emergency medications are kept in both health suites and dispensed as needed. Mrs. Smaha and Mrs. Nechtem maintain current CPR certificates, attend conferences and read current publications to keep abreast of both local, state and national health concerns and issues.

All students are weighed and measured yearly. Each year health records are reviewed and updated. As of November 1, all students were compliant with the state immunization requirements. The law requires immunizations for diphtheria, pertussis,

tetanus, measles, mumps, polio and rubella as a condition of school attendance. As of 1990, kindergarteners must also furnish proof of a lead screening test since their third birthday. Waivers of immunizations are accepted for religious or health purposes only.

In addition, Mrs. Smaha taught a Family Life class to 83 5th graders. At Cole School, Mrs. Nechtem was part of the Pre-School screening team and tested 19 3- and 4-year-olds for vision and hearing. Kindergarten registration was held at Cole School on March 5th and 6th. A team of two nurses met individually with parents of incoming students to review immunizations, check birth certificates and discuss health issues.

The nursing staff provides a resource for the community for current health problems. In the past year, the school nurses detected 44 cases of head lice. This necessitated the screening of other family members and the child's class and/or grade level. The nurses also provided formal and informal information on the treatment and prevention of head lice. Nurses are also involved in maintenance of attendance records and are frequently part of the Child Study Team process. As members of the Tritown Health Advisory Council, they are further involved with the standardization of procedures and health policies.

**School Lunch Program**

During the 1992-1993 school year, Spofford Pond and Cole Schools served 56,281 Type A lunches. The price of a lunch remained at \$1.25. The price was able to remain the same due to prices received from collaborative buying and the use of government commodities.

The cafeteria staff worked closely with students, staff and parents to meet the needs of all involved. Even with the price of a lunch remaining the same the program has been able to maintain a positive balance.

Free and reduced price lunches are available to families who meet federally established income levels. Parents are urged to contact the building principal regarding potential eligibility.

Senior citizen meals were served daily at Spofford Pond School. The cost of a meal was increased from \$0.50 to \$1.25. This increase was due to the fact that the senior program is now monitored by North Shore Elder Services and not the Department of Education. All senior citizens are encouraged to participate in the program.

A brief statement of the 1992-1993 school year finances is shown below:

<b>Receipts</b>		<b>Expenditures</b>	
Pupil Sales	\$65,464	Food	\$37,505
Adult Sales	7,766	Labor	41,515
Reimbursement	12,838		
Totals	\$86,068		\$79,020



## Staff Directory

Cole School	Grade	Appointment	Degree	College or University
Jennie DiBartolomeo	Principal	1991	BA M.A. CAGS Ed.D.	Univ. of N.H. Goddard College Boston University Clark University
Cynthia Hunt	K	1981	BS M.Ed.	Salem State College Salem State College
Carol Weitzman	K	1991	BA M.Ed.	S.U.N.Y. Courtland Boston University
Mary Anne York	K	1991	BS	Salem State College
Cynthia Olansky	K	1991	BS	Bridgewater State
Debbie Cahill	K Activity	1992	BS	Salem State College
Jennifer McEachern	K Activity	1992	BS	Salem State College
Deborah Mahoney	T	1974	BS	Salem State College
Nancy Ames	1	1987	BS M.Ed.	University of Colorado Lesley College
Margaret Cook	1	1977	BA M.Ed.	Principia College Antioch College
Susan Giovannacci	1	1985	BS M.Ed.	Salem State College Lesley College
Sherry Moore	1	1973	BS	New York University
Mary Lee Kennefick	1	1989	BA MS	Westfield State College Wheelock College
Peggy Russell	1	1992	MA	Lesley College
Janet Bonnema	1	1992	BA MA	Simmons College Lesley College
Virginia Douglass	2	1964	BS	Salem State College
Thaya Lane	2	1992	BS	Salve Regina University
Terry Marcille	2	1980	BS	Univ. of Massachusetts
Harriet Ernst	2	1962/67	BA	Univ. of Massachusetts
Ellen Casey	2	1986	BS	Northeastern University
Spofford Pond School	Grade	Appointment	Degree	College or University
Bernard Creeden	Principal	1980	AB M.Ed. Ed. D.	College of Holy Cross Salem State College Boston College
Pamela Bateman	3	1975	BS	Framingham St. College
Leslie Hamilton	3	1969	BA	Merrimack College
Renee Hamilton (on leave)	3	1976	BS M.Ed.	Wagner College Regis College
Mary Mann	3	1987	BS	Framingham St. College
Jacqueline Murphy	3	1985	BA	Tufts University
Christine Cotti	3	1987	BA	Lowell State University
Della M. Baur	4	1985	BS	Towson State Univ.

Joanne Green	4	1992	BS	Merrimack College
Marilyn Guptill	4	1968	BS	Univ. of New Hampshire
			M.Ed.	Northeastern University
Beth Ann Lewis	4	1986	BA	Carleton College
			M.Ed.	Lesley College
Mary Oberti	4	1969	BS	Plymouth State College
			M.Ed.	Boston University
Jeannie Ward	4	1988	BS	Lesley College
			M.Ed.	Lesley College
Debra Auday	5	1987	BS	BIOLA University
			M.Ed.	Lesley College
Keline Grose	5	1992	BS	State University of N.Y.
			M.Ed.	Nazareth College
Dorothy Pirrello	5	1990	BS	Lesley College
Richard Bateman	5	1970	BS	Salem State College
Edward Guazzaloca	5	1986	BS	Salem State College
James Platt	6	1969	BS	Boston State College
			M.Ed.	Salem State College
Susan Robinson	6	1978	BS	University of Vermont
Mary Ellen Sorensen	6	1987	BS	Univ. of Massachusetts
Phyllis A. Wallace	6	1970	BS	Salem State College

<b>Specialists</b>	<b>Subject</b>	<b>Appointment</b>	<b>Degree</b>	<b>College or University</b>
Pauline Boudreau	Art	1991	BA	Mass. College of Art
Robert Sparkes	P.E.	1977	BS	Boston State College
Heidi Canner	SPED	1988	BS	Univ. of Massachusetts
			M.Ed.	Lesley College
Jean Ferguson	SPED	1992	BA	Connecticut College
			M.Ed.	Lesley College
Linda Piecewicz	SPED	1979	BS	Salem State College
			M.Ed.	Butler University
Heather Walker	SPED	1987	BS	Gordon College
			M.Ed.	Lesley College
Elizabeth Lynaugh	SPED	1990	BS	State University of N.Y.
			M.Ed.	Lesley College
Martha Bonaventura	SPED	1989	BS	Emerson College
			MS	Emerson College
Joan Corradino	Guidance	1987	BS	Wagner College
			M.Ed.	Tufts University
Virginia Simon	Guidance	1986	BA	Case Western Reserve
			M.Ed.	Tufts University
Cheryl Zagray	Speech	1983	BS	Emerson College
Elizabeth Shepard	Music	1989	BS	Lowell State College
Cheryl Billings	Music	1992	B.M.E.	Gordon College



# BOXFORD SCHOOL BUILDING COMMITTEE REPORT

## Boxford School Building Committee

Sharon Benson\*  
Charles Costello, Chairman  
Richard Daly  
Barry DeNofrio, Vice Chairman

Jan Gustafson  
Robert Russo\*  
Charlotte Smallman

\*New Members

The year 1992 saw the completion of the final phase of the building and renovation projects at Boxford's Elementary Schools. All spaces within the school buildings are now occupied for their intended instructional purposes.

The Town's State reimbursement for the Cole School project was increased from the original amount of \$229,444 to \$599,206 in June 1992. Changes within the State School Building Assistance laws secured the position of Spofford Pond School on the State reimbursement list at the "grandfathered" rate of 70% for all costs incurred. Indications are that the Town will begin to receive reimbursement for Spofford Pond by 1995 as originally estimated. All of the above has been indeed very good news for the Town.

The last remaining issue is the upgrade of the water filtration system at Spofford Pond. The engineers have performed a pilot study which indicates that the addition of a fine mesh ion exchange unit will reduce the levels of manganese to within the D.E.P. secondary standards. It is expected that the work will be completed by the end of the 1993 school year whereupon the project will be closed out within budget.

Boxford School Building Committee

# **NORTH SHORE TECHNICAL HIGH SCHOOL**

## **ANNUAL REPORT — JANUARY, 1993**

North Shore Regional Vocational School District realized its long-standing goal of owning its own facility with the purchase, in 1991, of a building and land in Middleton, Massachusetts, the renovation of that building during the spring and summer of 1992, and the opening, on September 9, 1992, of North Shore Technical High School. Although there is still much to be done to put the finishing touches on the facility, the school is operating effectively and efficiently in its new building, and students and staff are settling into their long awaited permanent home. Students, staff, and School Committee members are working to complete the remaining renovations, and, by September of 1993, the facility is expected to be complete, with the exception of athletic fields, which will take slightly longer to finish. In the interim, a number of agencies, including the Town of Middleton, have been most helpful in providing athletic fields for use by the school's teams. The North Shore Regional Vocational School District Committee is extremely grateful to city and town officials for their support in helping to secure a permanent home for the District's school.

### **ADMINISTRATION**

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee, and oversee the daily operation of the school.

### **ENROLLMENT**

Enrollment, as of October 1, 1992, was 449. This reflects a constant enrollment from 1991, and includes out-of-district students, students enrolled through School Choice, and post-graduate students.

Two (2) students from Boxford are currently enrolled at North Shore Tech. Students participate in programs in Auto/Diesel Technology, Carpentry, Commercial Art, Collision Repair Technology, Cosmetology, Culinary Arts, Marketing Education, Fashion Design, Building Trades Technology, Electronics/Computer Technology, Masonry, Welding, Health Technology, Machine Technology, and Job Skills Training (formerly Resort Services). Students from throughout the District may also enroll in Cabinet Making and Printing at Beverly High School, Machine Technology at Gloucester High School, and Electricity at Salem High School.

### **GRADUATION**

Seventy-one students received high school diplomas and vocational certificates, and twenty-eight post-graduate students received vocational certificates at the fourteenth annual graduation exercises, held in the Lester C. Ayres Gymnasium on June 5, 1992. Despite the high unemployment in the Commonwealth, 96 percent of the graduates were placed in trade-related jobs, entered the military, or pursued further education.

## **CURRICULUM**

The faculty and administration continuously review curriculum and teaching methods to meet the needs of the students and to prepare them for the demands of the 21st century. Program Advisory Committee input is utilized extensively in reviewing and modifying vocational curriculum. Competency-based education is being implemented across the curriculum, and efforts to increase the integration of academic and vocational components of the curricula are being employed.

The North Shore Tech Prep Partnership, which was initially funded through a federal vocational education grant in 1991, received increased funding for the current year, and has expanded to include additional schools on the North Shore. Through the Partnership, teachers, counselors, and administrators from several area comprehensive and vocational-technical high schools are meeting with their counterparts at North Shore Community College and with business and industry representatives to review curriculum, identify areas where advanced standing may be granted, and develop and strengthen articulation and linkages from high school to college to enable students to pursue a nationally recognized program known as Tech Prep, which consists of a planned curriculum from grade 11 through an Associate's degree.

## **FUNDING**

The level of state funding which will be available to the District for Fiscal Year 1994 remains as uncertain as it has in past years. The District's revenue from the state for Fiscal Year 1993 is \$328,000 less than was anticipated. This shortfall, which represents SBAB aid for the District's lease payments to USM, was not known until the Cherry Sheets were received in July 1992. Efforts, to date, to recover this aid have been unsuccessful. Committee members are continuing their efforts to recover all, or some, of the aid due the District.

## **BUILDING AND GROUNDS**

The building in Middleton appears to be well-suited to its new purpose, and all major renovations have been completed. A new gymnasium has been erected, and students have recently completed laying a wooden floor in that building. The gymnasium should be fully operational within a few weeks. Plans to add a permanent transportation repair facility, to resurface the parking area, and to complete playing fields are in the works.

## **INTERSCHOLASTIC SPORTS**

North Shore Tech's teams continue to be competitive in a number of sports in the Commonwealth Athletic Conference. Soccer and cross country occupy the fall season, basketball and cheerleading the winter season, and baseball and softball round out the spring season. It is anticipated that Girls' Volleyball will be added as a fall sport in 1993. An awards banquet sponsored by the Varsity Club is held each spring to honor the athletes.

## **CAREER EXPLORATION**

Ninth grade students explore six different shop areas in their first three quarters of attendance. This experience, along with a Career Guidance series offered by the Guidance Department, enables students to make informed and realistic career choices.

## **SPECIAL EDUCATION**

Providing special education services to those students identified as requiring services continues to be a major strength of North Shore Tech. A team of well-trained specialists works closely with the regular education academic and vocational instructors to ensure maximum benefit to the students. Our experience continues to reinforce our belief that many students learn best through a hands-on approach to learning.

North Shore Tech's substantially separate special education program, formerly known as Resort Services, received a new name, Job Skills Training, to go along with its new home and its emphasis on providing students with life skills and work habits and experiences.

## **PLACEMENT EFFORT**

Placement of students in trade or trade-related employment continues to be high, despite the poor employment outlook in Massachusetts. Employer satisfaction with North Shore's graduates remains high, and we maintain a very favorable reputation among North Shore employers. With the increasing technical nature of many of the programs offered at North Shore Tech, a higher percentage of graduates pursue post-secondary education than in the past. The Tech Prep program is one attempt to ensure that graduates are well-prepared for higher education.

## **COLLABORATIVE EFFORTS**

The North Shore Vocational Education Partnership is designed to promote the collaborative delivery of vocational education services and to broaden vocational-technical offerings to students throughout the District. A Steering Committee, comprised of representatives from each school district, meets frequently throughout the school year to discuss and plan more effective vocational education offerings to meet the needs of a broad range of students.

The Bridge Program enables junior and senior students from member high schools to spend a part of the school day in a vocational-technical program at North Shore Tech. This program provides access to vocational education for students who might not participate in a full-time vocational education program.

## **ADULT EDUCATION**

Working with the Division of Employment and Training, Massachusetts Rehabilitation, and Displaced Workers' Assistance programs such as that provided by Parker Brothers, programs have been developed to integrate adults in need of training or retraining into regular day programs, on a space-available basis. Placement assistance is provided to adult students who have participated in training programs, and employment efforts have been positive.



The Evening Adult Education Division of North Shore Regional Vocational School District continues to serve yearly over 1,000 residents of the North Shore. A wide variety of courses, ranging from specific skill training and retraining to home improvement and creative arts, are offered each of two semesters each year. This program operates at no cost to the District, and provides a much-needed service to the adults of the region.

## **SUMMARY**

North Shore Regional Vocational School District provides a much-needed alternative form of education for students on the North Shore who wish to learn a trade or technical skill. Through constant attention to labor market demand, an active and involved Trade Advisory committee, and involvement in general school improvement efforts, North Shore Technical High School strives to provide education and training to enable its graduates to enter the 21st century with the requisite skills to succeed in a world class market. North Shore Tech will continue to serve the communities of the North Shore by providing a continuous flow of young, highly skilled workers who are prepared to take their places as contributing members of society and valuable citizens of their communities.

### **NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT COMMITTEE**

BEVERLY	Paul F. McDonald
BOXFORD	Charles Springer
DANVERS	T. Frank Tyrrell, Jr.
ESSEX	George R. Harvey
GLOUCESTER	Robert F. Parsons, Sr.
HAMILTON	Richard J. Ceremsak
LYNNFIELD	William Faria
MANCHESTER-BY-THE-SEA	Marc A. Bliss
MARBLEHEAD	H. Bruce Boal
MIDDLETON	James M. Reynolds
NAHANT	Thomas Johnson
ROCKPORT	Alan Battistelli
SALEM	Audrey DeLoffi
SWAMPSCOTT	Stanley Goldstein
TOPSFIELD	Robert C. Nordstrom
WENHAM	Judith H. Bubriski



## MRS. GRIFFIN TRUST FUND

The Mrs. Griffin Trust Fund provides for awards, known as Mrs. Griffin Prizes, in the form of \$200 each; cash prizes given each year to the outstanding students in the graduating class of the Boxford Public Schools. The prizes, provided from the Fund established by her family, are in the memory of Isabelle Anne McManus Griffin, Teacher, Principal, Head Teacher and former resident of the Town of Boxford.

The fund was established in 1990 and the recipients to date are as follows:

1990	Julie Roden Dana Steer
1991	Kim Barrell Khatija Ladhani Stephen Palenscar
1992	Ashley Langer Timothy Roden

## **PUBLIC WORKS**

## **DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works has had a busy year. The following is an account of our activities:

### **Landfill**

Operations have gone well with curbside pick-up and recycling. D.P.W. time in the landfill has been cut to one day a week and less cover material is being used. This leaves the area with more space for trash.

### **Waste Oil**

The Waste Oil collection has been successful. The Board of Health opened this facility to outside towns this year. We burned 2,199 gallons of waste oil in our furnace at the highway garage.

### **Tree Work**

The department has been busy cutting brush for roadside maintenance and it has been a big project. Last year we took down 8 oaks, 11 pines, 23 maples, 12 elms, 1 birch, 1 locust and 1 ash tree. Also, 24 tree stumps were ground down.

### **Traffic Maintenance**

The Department of Public Works is constantly replacing damaged and/or stolen signs and posts all over town. The department replaced the following: 26 posts, 31 traffic regulation signs, 30 street signs and 2 posts and signs were relocated.

### **Ball Fields**

We have had another busy year maintaining the ball fields in Town. The D.P.W. cut and marked all of the baseball, softball and soccer fields.

### **Town Buildings and Grounds**

All the grass areas were cut by the D.P.W. during the season. The D.P.W. has been charged with performing light maintenance in all the Town Buildings which was done during the course of the year and some ongoing maintenance problems, relating to the Town Buildings, are also being addressed by the Department of Public Works.

### **Road Work**

Main Street and Maple Avenue were rebuilt this year by the D.P.W. and the intersection of Main and Maple was widened. Ledge removal in the area was done and the road was lowered in one section. The existing pavement was recycled, reggraded and compacted. Two dry wells on each road, one catch basin and 40 feet of 12" pipe was installed. A binder coat of 2 $\frac{1}{2}$ " (dense binder) was installed on Main Street for 1,000 feet and on Maple Avenue for 2,500 feet.

A leveling course of hot top was put on a portion of Herrick Road to hold it together.

From July to October the D.P.W. did hot patch work on various streets in Town just to hold them together.

Thomas F. Greene  
Superintendent

# **HEALTH AND INSPECTIONS**

**Board of Health**

**Boxford-Wenham (B-W) Health District**

**Boxford-Wenham (B-W) Health District Treasurer**

**Animal Inspector**

**Building Inspector**

**Plumbing and Gas Inspector**

**Wire Inspector**

**Visiting Nurse Association**

**Sealer of Weights and Measures**



## BOXFORD BOARD OF HEALTH

The primary purpose of the Board of Health is to protect the health and safety of Boxford residents. This purpose is accomplished through enforcement of State and local regulations, by making and enforcing new regulations if required, and by working with other Town boards and committees to plan and carry out long-range plans to ensure the quality and safety of our water, to protect the environment, and to ensure the safe and cost-effective disposal of our solid waste and septage.

During 1992, the primary concerns of the Board centered on waste disposal and recycling, on ensuring the safety and high quality of our private and public water supplies, and on long-range plans for closure of the Town landfill.

Town-wide curbside trash pick-up and recycling entered its second year in 1992. Overall the program has been a cost-effective and satisfactory method for trash disposal and recycling. Boxford residents have wholeheartedly embraced curbside recycling. This resulted in 1992 in the recycling of over 30% of the trash put out at the curb, one of the highest recycling rates in New England.

In addition, the Town recycled another 3 to 5% of our solid waste at the Landfill Recycling Center, located at the entrance of the landfill and open Saturdays from 8:30 am to 3:00 pm. This center was reorganized in 1992 to accept a variety of items for recycling on both a no-fee and fee basis. No-fee items include corrugated cardboard, #5 and #6 plastic containers, small metal appliances and scrap metal, motor vehicle batteries, lead bottle neck sleeves, button batteries, aluminum foil and pans and salvation army items. Waste motor oil is also accepted free of charge but only on the 1st and 3rd Saturdays of each month. Items which may be brought to the Center and disposed of for a fee include tires, large appliances and C&D (Construction and Demolition) material. To dispose of these items it is first necessary to purchase tickets at either of the Village Stores or at the Town Hall Treasurer's Office. A Town-wide mailing in 1992 provided details on the fee structure and materials accepted at the Recycling Center.

These combined recycling efforts have dramatically reduced the amount of solid waste we must dispose into the landfill, thus increasing the potential life of the landfill and decreasing the environmental burden of the landfill.

The Board also realizes that some problems remain with curbside pick-up of recyclables. The success of the program has required a 3-day pick-up for recyclables while trash pick-up is completed in 2 days. This 3-day routine together with some inconsistencies in keeping these scheduled recyclable pick-ups have been a primary focus of the Board since curbside pick-up began, and we will continue to investigate and evaluate them during 1993 as we move toward a new trash pick-up contract in 1994.

New regulations promulgated by the DEP (Department of Environmental Protection) during 1992 will change the long-term future of the landfill. The new regulations call for the closing of all unlined landfills in Massachusetts by early 1994. We intend, however, to seek a means to keep our landfill operating for the next 3 to 5 years. This will depend on negotiations with the DEP, and on concerns about the environmental effects of the landfill. The Board is using the results from extensive testing carried out over the past 3 years on water from wells installed above and below the landfill to determine such environmental effects. Additional monitoring wells were installed in early 1993 to gather more data on any such effects. Only if

both the Board and the DEP are convinced that the landfill has little or no effect on the environment will we proceed with plans to keep it open. While the Board is fully aware of the savings to the Town in keeping the landfill open (estimated at over \$200,000 annually — the cost of disposing our trash outside of Boxford), this will only happen if it can be kept open without posing a threat to Boxford.

Water quality remains a central focus of the Board. The five-year, town-wide water testing study commissioned by the Town in 1988, will be completed in 1993. Results from this program are already being used as a baseline for determining the quality of water in various parts of the Town. The annual water testing program offered to residents since 1983 was again a success in 1992 and will be continued in 1993. Board concerns over the high iron and manganese content in the Spofford Pond School water supply has resulted in shutdowns of that system and the necessity of using bottled water for drinking and food preparation at the school. The Board is continuing to work closely with the School Building Committee to solve this problem and ensure a safe drinking water supply for the children and staff at Spofford Pond School.

Boxford has continued to play a central role in the Essex-Middlesex Sanitary District (EMSD). The District, which includes the towns of Boxford, Hamilton, Middleton, North Reading, Topsfield and Wenham, carried out negotiations in 1992 with the intent of joining the Greater Lawrence Sanitary District (GLSD). Unfortunately, the negotiations were not successful due to the high buy-in price required by the GLSD. As a result, the EMSD will, in 1993, seek a private contractor to receive and dispose of septage from its member towns at a competitive price. The proposed contract will not require any expenditures by the member towns, and will, in fact, generate revenues for the Towns through the District. It is predicted that by mid-1993, the DEP will promulgate new regulations requiring the pumping of all septic systems every two years. This regulation will place an increased burden on the Towns to remove and dispose of the septage. The proposed contract by the EMSD will answer this need.

The B&W Health District, which is a joint District of Boxford and Wenham, shares the administrative and personnel costs for our common Health Agent and offices. The District will face the difficult challenge in 1993 of choosing a new health agent due to the retirement, in mid-1993, of Health Agent John Romanski. Mr. Romanski has served Boxford and the District for 25 years, and has been a guiding force in both enforcing existing health regulations and aiding the Board in addressing new issues and planning for the future. For those of us who have worked with John, he will be sorely missed.

The Board of Health has five elected members, each elected for a 3-year term. The Board meets at least once a month with regular meetings held at 7:30 pm the second Wednesday of the month at the Boxford Town Hall. Additional meetings are scheduled as required. The Board always welcomes visitors to our meetings and challenges to address new issues. Such challenges ensure that the Board remains a dynamic force in Boxford, continually addressing and assessing its health protection role.

Nancy A. Pearl  
Lisa A. Jeffrey  
Wayne G. Williams  
Louise B. Kress, Vice-Chairman  
Richard F. Taylor, Chairman

## REPORT OF THE B&W HEALTH DISTRICT

Established under the provisions of Section 27A, Chapter 111 of the General Laws, the towns of Boxford and Wenham members of said district, organized and adopted by-laws on August 20, 1968. At the last annual district meeting the following members were elected as officers:

Chairperson

Nancy A. Pearl, RN (Boxford)

Secretary/Treasurer

Francis F. Perry (Boxford) Ex-officio member

Members:

**BOXFORD** — Lisa A. Jeffrey  
Louise B. Kress  
Richard F. Taylor  
Wayne G. Williams

**WENHAM** — Herbert L. Cheeseman  
Herbert C. Hagele, M.D.  
Joseph F. Robbins

### RABIES CONTROL

With the arrival of raccoon rabies in Massachusetts in September 1992 and its rapid spread since then, the potential threat to the health of humans and domestic animals is increasing.

Since mid-September, 43 animals have tested positive for the mid-Atlantic strain of raccoon rabies. This includes 39 raccoons, one cat, one skunk, one woodchuck, and one red fox in 15 towns in Berkshire, Worcester and Middlesex Counties. Because the outbreak has spread so unpredictably in Massachusetts and other states, all towns and cities should assume they have raccoon rabies.

Boxford and Wenham have already organized a local rabies response team and have coordinated additional rabies clinics for the purpose of vaccinating dogs and cats. Effective February 24, 1993, legislation was signed into law requiring that all dogs and cats in Massachusetts be vaccinated against rabies. Provisions in the law include vaccination of all dogs and cats by six months of age, use of a USDA-licensed rabies vaccine according to manufacturer's recommendations and use of a uniform rabies vaccination certificate.

The veterinarian shall issue a tag with each certificate of vaccination. The tag shall be secured by the owner or keeper of such dog or cat to a collar or harness made of suitable material to be worn by the dog or cat; provided, however, that the owner of a cat may choose not to affix a tag to his cat, but shall have the tag available for inspection by authorized persons. In the event that a tag is lost, the owner or keeper of the animal shall, upon presentation of the original vaccination certificate, be issued a new tag.

In order for a dog or cat to be accepted at an animal hospital, veterinarian's office or boarding facility, an owner or keeper of such animal shall show proof of current vaccination against rabies; provided, however, that if a dog or cat has not been so vaccinated or such owner or keeper fails to show such proof the animal shall be

vaccinated against rabies prior to being discharged if the animal's medical condition permits.

John R. Romanski, CHO, RS  
Director of Public Health

To: Boxford Board of Health  
RE: Percolation Tests 1992

Percolation Tests 1992

1. 84 percolation tests were performed.
2. 86 re-tests and ground water tests were performed.
3. 66 new construction permits were issued for the year.
4. 19 repair/alteration permits were issued for the year.

John R. Romanski, CHO, RS



**B & W HEALTH DISTRICT  
TREASURER'S REPORT  
7/1/91 6/30/92**

**CASH BALANCE — July 1, 1991** \$2,887.68

**RECEIPTS:**

**Member Town Assessments:**

Boxford (62%)	\$34,441.00	
Wenham (38%)	<u>21,110.00</u>	\$55,551.00

<b>Interest Earned</b>		<u>238.62</u>	\$55,789.62
			<u>\$58,667.30</u>

**BUDGET**

**DISBURSEMENTS**

Salaries	\$42,200.00	\$42,200.00	
Travel	2,400.00	2,400.00	
Telephone	780.00	610.37	
Office & Dues	200.00	200.32	
Lab. Fees	275.00	226.80	
Insurance	3,700.00	4,354.00	
County Retirement	7,176.00	7,176.00	
Health Insurance	<u>820.00</u>	<u>323.90</u>	<u>57,491.39</u>
<b>CASH BALANCE</b>	<u><u>\$57,551.00</u></u>		<u><u>\$1,185.91</u></u>
<b>June 30, 1992</b>			

Attest,  
Francis F. Perry  
District Treasurer



## INSPECTOR OF ANIMALS

The Commonwealth of Massachusetts, Department of Agriculture, Division of Animal Health requires that each town appoint an Inspector who shall make regular and thorough inspection of each premise on which there are domestic animals. These include: cattle, swine, goats, sheep and horses as well as poultry, mink, foxes, donkeys, mules, deer, buffalo, llamas, ostriches and other animals which are currently being raised and/or maintained in Massachusetts. Such inspections are necessary to insure humane and proper care of all livestock, and to guard against outbreaks of contagious disease. The 1992 inspections found 145 horses, 42 ponies, 3 donkeys, 21 goats, 51 sheep, 5 pigs, 8 cattle, 2 llamas, and 1 fox kept in Boxford. A total of 86 barns were inspected; of these, 69 housed horses. Ten unlicensed stables were found to house horses. Four of these are new residents or contain a newly acquired animal. A copy of Boxford Board of Health stable license regulations and an application for same were left at each of the unlicensed stables.

Under Massachusetts state law, all bites, whether caused by wild or domestic animals, must be reported to the Inspector of Animals. In 1992, 10 bites were reported. Nine dogs and one cat were quarantined for a period of 10 days, as required by law. All animals were inspected again and released from quarantine at the end of the 10-day period.

Stable licensing regulations became effective March 1, 1988. If anyone has questions or needs an application, please contact Health Agent John Romanski at the Community Center. If you have concerns about livestock health or welfare, please contact me.

Allison Hayes, Inspector of Animals  
Box 221, West Boxford

**THE COMMONWEALTH OF MASSACHUSETTS**  
**Department of Food and Agriculture**  
**Division of Animal Health**  
**100 Cambridge Street, Room 2103**  
**Boston, MA 02202**

**SUMMARY SHEET**

Totals of the following statements are to be inserted by the Inspector of Animals upon completion of city/town inspection of all animals and returned with the inspection book to the above address by January 1, 1993.

		Grade	Purebred
Number of Dairy Cows over two years			
Number of Dairy Heifers one to two years			
Number of Dairy Calves under one year			
Number of Dairy Bulls			
Number of Dairy Steers			
Number of Dairy Herds (one animal constitutes a herd)			
Number of Beef Cows over two years			
Number of Beef Heifers one to two years		3	
Number of Beef Calves under one year		2	1 Dexter
Number of Beef Bulls			
Number of Beef Steers		2	
Number of Beef Herds (one animal constitutes a herd)		4	
Number of Oxen	0	Number of Swine	5
Number of Horses (work & saddle)	145	Number of Swine Herds	3
Number of Ponies	42	(one animal constitutes a herd)	
Number of Goats	21	Number of Poultry	2,250
Number of Sheep	51	(Farms consisting of 25 birds or more)	
Number of Donkeys	3	Number of Poultry Flocks	3
Number of Llamas	2	(one flock 2,200 — two small flocks)	
Number of Fox	1		

Signed: Allison Hayes, Inspector of Animals  
Date Completed: December 22, 1992  
TOWN: Boxford  
COUNTY: Essex

# BUILDING DEPARTMENT

## Inspector of Buildings — Permits in 1992

Month	#	Dwelling	#	Garage	#	Addition	#	Renovation	#	Barn	#	Storage	#	Pool	#	Misc.
January	4	\$497,800				\$22,000	1	\$38,750	4							
February	2	258,869						32,125	3							
March	8	1,088,800				87,000	5	98,541	14	\$22,340	1	\$13,450	2	\$20,000	3	\$15,000
April	10	1,478,060				146,250	8	67,000	9							
May	5	1,022,030	1	\$25,000		92,345	4	63,450	4			5,000	1	15,000	4	17,500
June	6	871,350				107,580	8	42,320	6			3,450	2	13,000	3	3,500
July	7	1,023,600				48,765	3	57,230	6	16,580	1		4	36,800	2	2,800
August	4	841,500				93,000	5	62,100	4					29,000	8	62,380
September	3	554,000				26,545	3	82,935	7					20,200	1	3,500
October	4	1,105,000	1	25,000		53,450	4	46,780	5			12,000	3		4	18,000
November	3	525,500				26,370	2	8,200	1	6,730						
December	8	1,401,780				35,120	3	73,700	6						2	12,000
Totals	64	\$10,668,289	2	\$50,000	46	\$73,842	69	\$673,131	3	\$45,650	8	\$33,900	15	\$134,000	33	\$162,130

306 building permits were issued. \$55,106.40 in fees were collected. Construction value in 1992 is \$12,697,095.00.

Sixty-four home starts in 1992 represents a significant increase over recent previous years. Average construction cost of new homes increased slightly to \$167,000. This increase can be attributed to lumber price increases after Hurricane Andrew and an import duty on Canadian lumber. New subdivision approvals indicate a continuance of healthy growth.

Kevin M. Wood  
Inspector of Buildings

## **BUILDING DEPARTMENT**

### **Plumbing & Gas Inspector**

During the Calendar Year of 1992 there were 154 Plumbing Permits pulled. The fees for these permits amounted to \$7,000.

During the Calendar Year of 1992 there were 118 Gas Permits pulled. The fees for these permits amounted to \$2,825.

William Crowell  
Plumbing & Gas Inspector

### **Wire Inspector**

During the Calendar Year of 1992 there were 217 Electrical Permits pulled. The fees for these permits amounted to \$12,494.40. There were 4 reinspections performed for electrical work, amounting to an additional \$100 collected. The grand total amount of fees collected by the Electrical Inspector was \$12,594.40.

John Thompson  
Wiring Inspector

## VISITING NURSE ASSOCIATION

The Visiting Nurse Association of North Shore, Inc. is pleased to submit the 1992 Annual Report for Board of Health activities in Boxford.

### I. Elderly Health Clinic services provided by Kathy Parsons, R.N.

Four Mile Village	1st and 2nd Thursdays	12:30 to 2:30 p.m.
West Boxford Congregational Church	3rd Thursday	12:30 to 2:30 p.m.
Boxford Community Center (This clinic began in January 1992.)	4th Thursday	12:30 to 2:30 p.m.

### II. Influenza Administration Program — October 1992

Total number of persons immunized = 330

Age 12 to 44 = 22

Age 45 to 64 = 78

Age 65+ = 230

### III. There were no Department of Public Health reportable cases of communicable diseases requiring follow-up in 1992.

### IV. There were two educational programs provided to Boxford residents by VNA North Shore staff in 1992:

January 15, 1992 — Sandy Gill, Mental Health Clinical Specialist, program of Alzheimer's Disease, Topsfield-Boxford Cable Television.

February 7, 1992 — Karen Webber, Public Relations Coordinator, program on VNA North Shore's Childhood Injury Prevention Program for members of the Topsfield-Boxford Community Club.

The VNA North Shore, Inc. appreciates the continued opportunity to serve the residents of Boxford. Please feel free to contact me directly at 1-800-457-8999, ext. 202 if additional information is required.

Nancy Taylor  
Vice President Clinical Services



## SEALER OF WEIGHTS AND MEASURES

The Annual Report of the Sealer of Weights and Measures covers the year from January 1, 1992 to December 31, 1992. The Sealer is required annually, by the Division of Standards of the Commonwealth of Massachusetts and by the Town of Boxford, to verify the accuracy of scales, weights and balances and the volume of motor fuels dispensed in the Town of Boxford. Where the dollar cost to the customer is computed by the weighing or dispensing system, the accuracy of the computation must also be verified. The standards used by the sealer must be certified by the Commonwealth and maintained in good condition. The basic purpose is to protect customers from underweight and businesses from overweight dispensing. Prepackaged food items are sampled and the accuracy of the label weight and price verified.

A total of 19 scales and balances were tested, adjusted when needed and sealed. One Post Office scale was found to be inaccurate in midrange and the United States Postal Service was required to correct the mechanism after which it was tested and sealed.

A total of four fuel pumps were tested. Two required adjustment and after testing all four were sealed.

Total fees collected in the amount of \$85 were turned into the Assistant Treasurer. No fees were charged to Public Schools, Post Offices or the Boxford Public Works Department.

Edwin R. Bowerman  
Sealer of Weights & Measures

**PLANNING AND  
ENVIRONMENTAL  
PROTECTION**

**Conservation Commission**

**Ipswich River Watershed District Advisory Board**

**Planning Board**

**Zoning Board of Appeals**

## CONSERVATION COMMISSION

Once again the Conservation Commission experienced a busy year of administering the Massachusetts Wetland Protection Act and the Town of Boxford Wetland Protection Bylaw.

For most of the year the Commission continued to function without an administrator. This was corrected in September with the hiring of Cecile Cormier as the Conservation Commission/Planning Board Administrator. Cecile has proved to be invaluable.

Early in the year the commission also experienced the loss of its chairman, Kevin Bell, who was not reappointed by the Selectmen for reasons unknown. The Commission regrets the loss of a dedicated member and wishes to thank Kevin for the generous time he gave while serving on the Commission.

Along with the loss of its chairman, the Commission said goodbye to 3 other members. This caused an almost complete turnover of the Commission. Volunteers are hard to come by and thus the Commission functioned without a full 7 member Commission throughout the year and ended the year with only 5 members.

There were 14 Requests for Determination and 17 Notices of Intents filed for in 1992. The commission issued 16 Orders of Conditions in response to the Notice of Intents, and issued 24 Certificates of Compliance for work conditioned previously.

Besides the usual array of permits handled by the Commission, the Recreation and Open Space Committee was formed as an ad hoc committee of the Conservation Commission for a period of 1 year. This committee will oversee the revision of the current recreation and open space plan, which was approved by the town in 1988. The plan needs to be revised every five years in order for the town to be eligible for state funds available for open space acquisition. There were 7 members recommended by the Commission to the selectmen for appointment to the committee.

The Commission wishes to thank Kevin Bell again for his service as Chairman and his enthusiasm in the absence of an administrator. The Commission would also like to express its great appreciation to Jane Coe, our dedicated secretary. Finally, the Commission welcomes Cecile Cormier as our new administrator and thanks her for her patience and enthusiasm she has brought to the job.

### Members:

Russell Hopping, Chairman  
Gerard Irmer, Vice Chairman  
Jeffery Hatcher  
Peter Delaney  
Alec Gillman  
Kurt Kaiser

### Open Space/Recreation Comm.:

Judy Gore  
Alec Gillman  
Barbara A. Russell  
Jane S. Coe  
Susan H. Goodwin  
William F. Carey  
Werner A. Low

## **IPSWICH RIVER WATERSHED DISTRICT ADVISORY BOARD**

The Ipswich River Watershed District was established by the Massachusetts Legislature in 1966. The District is under the direction of a five-member commission appointed by a larger Advisory Board made up of representatives of cities and towns along the Ipswich or having water rights to the River. The stated purpose of the Commission is to "investigate available water resources for the district and methods of preserving and increasing such resources". The five-member Commission that is elected from and by the Advisory Board is supposed to meet at least four times a year; the Advisory Board is supposed to meet twice a year.

The current purpose of these brief Advisory Board meetings has been to give water supply officials in the member communities a chance to exchange information on water supply activities, hear presentations by state and federal staff on various regulations that affect community water supplies, and discuss any water supply problems with other water supply professionals in the watershed.

### **May 7, 1992 Advisory Board Meeting:**

- Representatives from 6 of the cities and towns were present and reported on water supply related activities in their communities. Peg Lawrence reported on activities of the Ipswich River Watershed Association.
- Thomas Knowlton, Beverly/Salem WSB, provided an update on the MA Water Management Act and MA primacy under the Safe Drinking Water Act.
- Guest speaker, Stephen Estes-Smargiassi, MWRA, gave an excellent presentation on "Least Cost Planning and Water Efficient Rate Designs to Help Meet Rising Water Demands for Water Supply Utilities". He pointed out how MWRA has reduced their water demand from 310 MGD to 270 MGD by implementing an aggressive leak detection program. A cost/benefit analysis using Least Cost Planning showed that repairing leaks at a cost of \$100/MG was more cost effective (as well as ethically desirable) than developing a new water supply source at a cost of \$600/MG. On the subject of rate designs, Steve covered the following points: rates should recover all costs, equitably across and within customer groups; promote water conservation; total and accurate metering essential; calibration and changeouts on schedule and read frequently; rates should be conservation based (increasing block); billing should be monthly (readings bimonthly); summer surcharges if appropriate; life-line rates if necessary (using fuel assistance program criteria); make sure utility and municipal buildings are models of conservation.
- Maria Van Dusen, Riverways Program, MDFWELE, spoke briefly on the newly funded nonpoint source pollution program for the Ipswich River.

### **November 5, 1992 Advisory Board Meeting:**

- Election of officers for the IRW Commission was held: Peter Smyrnios, Peabody; John Rodgers, Lynnfield; Thomas Knowlton, Beverly/Salem; and Jennie Bridge, Boxford were all re-elected as Commissioners; Jennie Bridge was re-elected Chairman of the IRWDAB.

- Representatives from 11 cities and towns present reported on water supply related activities in their communities. Martin Pillsbury, MAPC, and Peg Lawrence, IRWA also reported on regional activities.
- James Persky, MA DEP, gave a presentation on “Emergency Response for Water Supply Protection” highlighting recent activities following the gasoline spill off I-93 in Wilmington, threatening Reading’s water supply wells.
- Kelly O’Keefe, MA DEP/DWS, gave an overview on upcoming water supply regulations.

The IRWDAB meets twice a year, on the first Thursday of May and November, usually in the Lynnfield Town Hall, from 2-4 p.m.

Jennie Bridge  
Boxford Representative  
Advisory Board Chairman  
IRWD Commissioner



## **PLANNING BOARD**

By the end of 1992 the real estate market in Boxford was showing substantial improvement over the last several years. Fueled by an improving economy, the lowest interest rates in many years and rising consumer confidence, the market has returned to more normal levels of sales and building.

### **SUBDIVISIONS**

Only one subdivision was approved during the year. King Edward Court contains five lots spread over 20 acres and lies east of King George Drive abutting Route 95.

However, reflecting the upturn in the real estate market, four other subdivisions containing a total of 43 lots were submitted during the year and are presently in various stages of the approval process.

In addition, 26 building lots with frontage on already existing roads were created by a process known as Approval-Not-Required.

### **SUBDIVISION RULES AND REGULATIONS**

King Edward Court is the first subdivision to be designed under a provision of our new Subdivision Rules and Regulations (enacted by the Board last year) requiring that the developer pay for a professional engineering consultant, hired by the Board to study the site with the Board, to review the preliminary and final plans for its development, and to inspect it at specified intervals during construction. We are pleased with the process and the professional review it provides for the benefit of the Town.

### **ADMINISTRATION**

The position of Administrator to the Planning Board and the Conservation Commission was restored at the last annual Town Meeting. We were pleased to fill it with Cecile Cormier, selected from a field of more than 150 applicants. She provides substantial relief for our all-volunteer Boards from a host of administrative duties.

### **SHADE TREE/SCENIC ROAD HEARINGS**

Two Shade Tree/Scenic Road Hearings were held during the year. This is a process whereby the public is notified by advertisement of any roadside tree cutting proposed by the Tree Warden and invited to comment at a public hearing held for that purpose. In each case modification of the planned cutting resulted from the public comment before the Planning Board consented.

### **PERSONNEL**

As the proud Father of newborn triplets, David Woonton felt constrained to retire from the Board at the expiration of his term in May. We will miss his valuable assistance, counsel and friendship.

Craig Falk, Chairman  
Member, Boxford Housing Partnership

Kendall Bagge, Vice Chairman  
Chairman, Subdivision Committee  
Representative to Capital Budget Committee

Werner Low, Clerk

Robert Gore  
Representative to the Zoning Board of Appeals  
Subdivision Committee

Kurt Kaiser  
Joint member to Conservation Commission

Robert Nordstrom  
Representative to Land Acquisition Committee  
Subdivision Committee

Howard Altschiller  
Representative to Board of Health

## BOARD OF APPEALS

During the calendar year of 1992, there were 18 applications resulting in some 50 separate hearings and site visits. Out of these there were ten (10) applications for a Special Permit, all of which were granted; four (4) applications for a Variance, two (2) that were denied, one (1) withdrawn, and one (1) still pending; two (2) Amendments to Comprehensive Permits, both of which were granted; one (1) Appeal of the Inspector of Buildings' decision, which was granted; and one (1) application for a Comprehensive Permit, which was withdrawn.

The number of hearings would have been much greater had we not been able through informal discussions to assist possible applicants in finding satisfactory alternatives to their initial proposal, which would not require relief by action of our Board. In several instances, they went to considerable pains to alter property lines or building plans or sitings or make other changes, which was of benefit to everyone involved.

It may be noted that our budget for 1993-94 shows an increase, but this represents a change in accounting procedures rather than an increase in actual expenditures. Previously, the charges for advertising went back into a revolving account in our budget, but they now revert to the General Fund which necessitates appropriation of the total annual payments.

Consideration is being given to increasing hearing fees, but because of the present conditions we are reluctant to impose any additional burden upon local residents building or renovating their properties.

In January of this year, a proposed development of 100 multiple units of rental housing with 25 affordable, located off Route 133 in West Boxford, approximately opposite Essex Street, had reached the Comprehensive Permit hearing stage, when financing changes at the State level and local problems caused the developer to withdraw the application.

In September, a new plan for a condominium of 60 separate units, with 15 affordable, tentatively designated as "Woodridge", was presented to various Town agencies for consideration. It made interesting use of varied terrain and as far as possible avoided the appearance of uniformity, by offering six (6) different house designs and attractive sitings.

Although the project is located on a large and varied piece of land, objections have been offered to the scale of the project, and particularly to the density of the dwellings on the portion used as a building site. The size of many of the individual lots is limited by the use of wetlands as their boundaries, which restricts the opportunities for expansion. The through road has been relocated as an extension of Belvedere Road, rather than Plummer Road which improves an objectionable wetlands intrusion.

Because the project was not initiated by the Town, no Town buildings nor property are donated and no concessions have been offered regarding subsidies fees or other waivers, some question remains whether this can be construed as a valid Housing Partnership under the terms of the State "LIPS" program. It had earlier been anticipated that a new Comprehensive Permit application would have been under consideration by this time.

Recent Appellate Court decisions could create serious problems for local residents (and extra work for this Board), if allowed to stand unaltered. They overturned the

customary doctrine that alterations to a non-conforming structure within the existing "footprint" did not constitute an increase in non-conformity. They found that practically any change to the non-conforming structure would require a Special Permit along with a listing of all departures from the current By-law. It has heretofore been our position that if an actual dimensional increase in non-conformity had occurred, a Variance would be required; we know of no provision in M.G.L. Ch. 40 or the present Zoning By-law which would allow relief by the granting of a Special Permit for increased or "intensified" non-conformity. Our particular concern derives from the fact that continuing changes in the Zoning By-law since its adoption in 1947, have rendered many of the older lots and structures, many in older subdivisions, and most of those in the two (2) villages, and other dense parts of Town, non-conforming with respect to the current Zoning By-law. As many as a quarter of the lots and structures in Town could require Special Permits if any construction were to be done on them.

Near the end of the year, we were fortunate enough to have former Selectman Robert Conroy appointed to the Board as an Alternate.

We have been able to work closely with the Planning Board and the Inspector of Buildings, as well as other Town agencies, and are grateful for their assistance.

Carlyle W. Thomas, Chairman  
Robert H. Clewell, Vice Chairman  
William R. Cargill, Jr., Clerk  
Stephen J. Kokkins, Alternate  
Douglas K. Stuart, Alternate  
Robert W. Conroy, Alternate

# **COMMUNITY SERVICES**

**Arts Council**

**Computer Study Committee**

**Council on Aging**

**(H.A.W.C.)**

**Help for Abused Women and Their Children**

**Historic District Commission**

**Historic Document Center**

**Recreation Committee**

**Recycling Committee**

**Tri-Town Council on Youth  
and Family Services, Inc.**

**Boxford Bay Circuit Program Committee**

**Veterans' Services**

**Veterans' Graves Officer**



## BOXFORD ARTS LOTTERY COUNCIL

The intent of the Massachusetts Cultural Council is to promote excellence, access, education, and diversity in the arts, humanities, and sciences in order to improve the quality of life for all Massachusetts residents and to contribute to the economic vitality of our communities.

Boxford will receive \$2,000 from the Massachusetts Cultural Council for the fiscal year 1993. The deadline to apply for this money was October 15, 1992. The Massachusetts Cultural Council is responsible for establishing the guidelines for the use of funds and determining if allocations for funds comply with these guidelines.

The Massachusetts Cultural Council has been in a continual state of reorganization in order to simplify the application process and make the program more flexible. One significant change has been the establishment of a state-wide application deadline. This common deadline eliminates confusion for those applying for funding and actually makes it easier for neighboring communities to work together. The changing of the deadline to October should give applicants the opportunity to develop cultural programs in the early fall, after they are aware of their budgets for the year.

Grants approved in 1992 were as follows:

- Boxford Town Libraries, Pumpernickel Puppet Theatre, \$150.
- Boxford Historical Society, Dixieland Jazz Band for the Apple Festival, \$500.
- Tri-Town Symphony Orchestra, Twenty-first Annual Pops Concert, \$145.
- Masconomet Regional Junior High, "A Christmas Carol" at the North Shore Music Theatre, \$395.
- Masconomet Regional Junior High, "The Nutcracker" at the Ballet Theatre of Boston, \$60.

Ellen Runk

## COMPUTER STUDY COMMITTEE

The Computer Study Committee assisted the Town Clerk, the Board of Selectmen and the Conservation/Planning Administrator with needs assessment and hardware selection. The equipment for the Town Clerk and Selectmen were approved as warrant articles at the Special Town Meeting on December 8, 1992. The computer system for the Conservation/Planning Administrator was purchased with available funds.

The Town Clerk's hardware replaced a computer based on 10-year-old technology; the system was no longer adequate to meet the needs of the Clerk. The Selectmen's equipment included: an additional terminal to allow the Executive Secretary and other personnel to access the Treasurer/Assessor's multiuser system, a laser printer usable by the Selectmen, Assessor's and Treasurer's office personnel, and an additional terminal for the Assessor's office. The computer system for the Conservation/Planning Administrator is an initial system to be used to assist in the two committees' work.

The Computer Study Committee is working on a set of guidelines to better assist in its usefulness in meeting the Town's computer needs.

Charles D. Laderoute, Acting Chairman  
Kurt Erensoy  
Charles Thiel

## COUNCIL ON AGING

Once again it is time for the Council on Aging annual report, and once again our workload has increased.

There are more frail elders who are in need of home health aide and companion care. We are lucky to have these services from Elder Services of the Merrimack Valley. The town budgets \$196 a year for these services and in return receives over \$22,000 worth of services. With the cooperation of our volunteer drivers, we have several people in medical day care at least 2 days a week which is a supervised atmosphere that our clients enjoy very much.

The Meals on Wheels Program continues to provide daily hot meals to frail elders by doctors' orders, 52 weeks a year. They are delivered by our faithful volunteers; other seniors enjoy a low cost, hot lunch at Spofford School and enjoy the company of the children and friends during the school year.

The NEET (Northern Essex Elder Transport) program is used to take seniors who no longer can drive to hospital and doctor's appointments, shopping or hairdressing appointments. The van takes seniors shopping and out to lunch at local restaurants twice a month.

We now have four health clinics here in Boxford sponsored by the Health Department and the Visiting Nurses. Two are held at Four Mile Village, one at the Second Congregational Church in West Boxford and one at the Community Center. We also have Eye, Ear and Foot Clinics at the Center. All clinics are by appointment only and are well attended.

Director Marie Cody serves on the Board of Directors of the Elder Services of the Merrimack Valley and the Nutrition Committee. She is required to travel to Lawrence to attend monthly meetings. She keeps in touch with current trends by attending monthly meetings of the Local Area Directors; with Massachusetts Council on Aging; Executive Office of Elder Affairs; and with Senator Bob Buell and Representative Tim Clark. Marie visits seniors in their homes and calls them on the telephone. She is proud of the work of the Council on Aging and its Board of Directors.

The Friends of the Boxford Council on Aging are generous with a yearly fund-raising event. This event raises money to fund projects such as the Newsletter and the purchase of new equipment needed by the Council on Aging.

Our special project this year is to install a porch lift to make the second floor accessible for seniors and the handicapped. It will allow us to utilize unused space for crafts and meetings. Funds have been secured from ESMV and GE to buy the equipment. The Memorial Fund, a possible grant from EOEA and volunteer labor will complete the cost.

The Council on Aging Board is very supportive and willing to help any time I ask them.

Judy Carr, Chairman  
Milton Knauer, Vice Chairman  
Lou Gould, Secretary  
Larry Holt, Treasurer  
Jean Buell  
Geri Dupris  
Kathie Canonica  
Marie Cody, Director

**H.A.W.C.  
Help For Abused Women & Their Children**

27 Congress Street

Salem, Massachusetts 01970

Office: (508) 744-8552

24 Hour Hotlines: (508) 744-6841 & (508) 281-1135 Gloucester Only

TTY Voice 9-5

**SUMMARY OF ACTIVITIES IN 1992**

HAWC was established in 1979 as a result of the work of a community task force of persons deeply concerned with the growing problem of the battering of women and the effects of that environment on children witnessing the violence. HAWC is the only agency providing comprehensive services to residents of the 23 cities and towns which comprise the area north of Boston. Those services include a 16-room shelter, 24-hour crisis line staffed by more than 80 community volunteers, as well as an array of counselling and support services.

During 1992, 3,253 women received a variety services from HAWC. Last year, 105 women and 148 children were sheltered for a maximum stay of 8 weeks. An additional 127 persons had to be turned away because of space limitations. Shelter children range in age from infants through adolescents, primarily children under the age of 12 who have both witnessed and been the victims of domestic violence.

Statistics support our worst fears as we read and hear almost daily accounts of the increasing incidence of domestic violence. In 1989 and 1990, a woman was murdered by a husband or boyfriend in Massachusetts every 22 days; in 1991, one woman was killed every 16 days. According to the Massachusetts Coalition for Battered Women, in 1992 a woman or child was murdered every 7 days in the Commonwealth alone.

In nearly every home shattered by domestic violence there are additional victims — children. They are profoundly affected by their observations of violence and need special care and services to help them respond appropriately to their experiences. HAWC is answering that need.

**SPECIAL PROGRAMS**

**Hotline**

HAWC's hotline operates 24 hours a day, 365 days a year. HAWC's staff and volunteers provide crisis intervention, support, advice, information, and referral. Nearly 2100 calls were received in 1992, from each and every city and town on the North Shore.

**The Youth Outreach Program (YOP)**

The Youth Outreach Program is aimed at violence prevention and intervention through education. The YOP offers a three- to five-part curriculum in schools and to youth groups focusing on issues of gender role stereotypes and socialization, date rape/violence, defining "abuse" and expressing anger, and violence prevention strategies. During 1992 more than 1200 area teens and faculty members participated in the HAWC Youth Outreach Program.



## **Children's Program**

HAWC's children's program operates on a daily basis at the shelter. The children's advocates, with the help of volunteer staff, maintain both a daily and weekly schedule of recreational and therapeutic events for the children in the shelter to help mitigate the negative developmental effects of growing up in a violent home. Advocates also hold formal and informal parenting classes for the mothers and model appropriate behaviors and attitudes of parenting for mothers to observe. Advocates also network with other local programs and agencies serving children in order to maintain an up-to-date resource and referral system. One hundred forty-eight shelter children received comprehensive services during 1992.

## **Community Education**

Community Education presentations are done regularly by HAWC staff to other agencies and organizations in North Shore communities. Multi-media presentations are given to civic and religious groups, hospitals, police departments, social service, mental health agencies, and college classes. Similar presentations are also held in private homes throughout the North Shore, and educational presentations are given to inform the public about HAWC's services about the magnitude and complexities of the problem of abuse, and to dispel the myths and misinformation surrounding abuse. Nearly 2000 people attended these informative sessions during 1992.

## **Short Term Counseling**

HAWC offers short term counseling for battered women by appointment. Women can schedule regular weekly appointments if they wish. Many women who would like to speak individually with someone and cannot afford professional counseling or therapy take advantage of this service. Seventy-eight women benefitted from such counselling during 1992.

## **Support Groups**

HAWC currently conducts 6 support groups in the community that each meet weekly for one and a half to two hours. The objectives of the groups are accomplished by means of information and resource sharing, group exercises, sharing of feelings and experiences, and sharing of facts and socio-political perspectives. This year HAWC initiated two additional community support groups — a group which meets in Lynn especially for Latino women facilitated by a HAWC Latino staff person, and a Gloucester support group run by a Cape Ann area volunteer. Some 700 area women participated in ongoing support groups during 1992.

## **Shelter**

HAWC's shelter houses up to 16 women and their children at a time. Residents may stay for a period of eight weeks during which time they participate in weekly support groups, parenting skills classes, and house meetings. In addition, women and their children are also assisted and supported by their advocates on a daily basis. Using the self-help model, HAWC's advocates empower women to achieve their self-



determined goals. During 1992, 105 women and 148 children received emergency shelter. Another 127 persons had to be turned away because of lack of space.

### **Legal, Housing, Welfare, Medical and Employment Advocacy**

Advocacy is provided to women on an ongoing basis. HAWC staff members work to ensure that the women understand the procedures and tasks involved in securing the help they need in each area of reclaiming their lives, and that the women have the support and representation of HAWC staff and volunteers familiar with the support systems available. More than 400 women received legal advocacy assistance. A total of 3,118 women received counselling from HAWC advocates in 1992.

### **Our Philosophy**

HAWC has a philosophy of self help. We believe that battered women are caught in a crisis situation caused by longstanding societal patterns of oppression against women, not caused solely by individuals. HAWC offers battered women and their children shelter, support and practical information about their options and an opportunity to interact with others who understand their situation, to enable each woman to make independent and informed decisions about her future. HAWC's purpose is to provide services which allow women to make these decisions and to build their self esteem, by giving women alternatives to living with domestic violence.

## HISTORIC DISTRICTS COMMISSION

The year 1992 was one of reward and disappointment for the Boxford Historic Districts Commission (HDC).

The good news for the HDC was the amicable resolution, finally, of the situation created by the illegal sign beside the Community Store. The settlement was due in no small manner to Jane and Wayne Merrill, owners of the building, coming forth much sooner than they had intended with plans for changing all of the signs at the store. The HDC does, and the town should, applaud the initiative taken by the Merrills to bring this long, unpleasant situation to an end at last.

The bad news centers on the loss, for a wide variety of reasons, of all but two of the members serving on the HDC when 1992 began.

It is with profound regret that the commission accepts the loss of its realtor, Virginia Havey, its attorney, Thomas E. Cargill, Jr., its architect, William J. Rossi, Jr., Howe Village representative, Albert C. Imhoff, Jr., Historical Society representative, Peter B. Loring, and Boxford Village Historic District representative, Frances Nelson. All of these Boxford citizens served the commission faithfully and with distinction and their experienced counsel is profoundly missed by the commission.

Currently, only two members of the HDC have served longer than six months, casting the commission in much the same state as it was at its 1971 establishment.

The Selectmen have chosen three new members to fill some of the vacancies: Ronald Dechene, representing the Historical Society and the Boxford Village Historic District, Christine Kaiser, representing Boxford Village Historic District, and James Sterio, attorney.

The Historic Districts Commission meets the fourth Wednesday (note change from 1992) of each month at 8:00 p.m. at the Boxford Community Center (Old Town Hall) and reminds all residents of the town's two historic districts that they **must** have HDC approval before doing **any** work on the exterior of their homes.

An informational booklet explaining all of the ramifications of living in a historic district is being written by the commission for distribution this spring.

Susan T. Peterson, Chairman  
Thomas E. Cargill, Jr. (terminated)  
Virginia A. Havey (terminated)  
Peter B. Loring (terminated)  
William J. Rossi, Jr. (terminated)

Ronald L. Dechene  
Christine W. Kaiser  
James F. Sterio

Alternates:  
Albert C. Imhoff, Jr. (terminated)  
Frances P. Nelson (terminated)  
Nancy N. Merrill

## BOXFORD HISTORIC DOCUMENT CENTER

The Boxford Historic Document Center enjoyed a busy year in 1992. One hundred fifty-five people visited the Center for research or to look at exhibits, and we answered mail requests from across the country. Our researchers, many of whom are from Boxford, use family papers, books, maps, photographs, and microfilm to examine aspects of Boxford's history, often tracing a particular family or house. Several Scout groups also visited and enthusiastically examined photographs and the 1776 scale model of Boxford to note changes in the town.

We rely on a volunteer staff to support many of the functions of the Document Center, including reference work and processing. This year our staff included Lu Gould, Margaret Lane, Dorothy Woodbury, Janet Mierzykowski, Gertrude Freedman and Agnes Schmitt. We are always looking for additional volunteers to work on Wednesdays and Saturdays.

BHDC staff devoted much time over the past year to the photograph and postcard collections, showing Boxford's people, houses and places. Images from both collections have been carefully identified, stored and catalogued, and are now ready for use.

The Document Center was closed for several weeks this summer while insulation was added to the Archives Room. We are now better able to regulate the temperature and humidity levels in the room, providing the proper environmental conditions for the storage of old records. Much of the collection, especially local records, comes to the Document Center as gifts. When possible, we buy additional reference material to augment the collection.

The Boxford Historic Document Center was established in 1976 by the Boxford Bicentennial Commission. It is run under the auspices of the Ingalls Memorial Library Association. We are open on Wednesdays, 9-4, and Saturdays, 10-3, or by appointment with the archivist. There are several exhibits for visitors to enjoy, including one with "mystery" photographs, and the scale model of Boxford as it appeared in 1776. Books on Boxford's history and houses are available for sale.

Martha Clark  
Archivist

## BOXFORD RECREATION COMMITTEE

This year was a more productive year for the recreation committee as a result of the reinstatement of the budget. While the funds were still limited, volunteer efforts helped stretch the available funds as far as possible. The first annual "Fields Day" saw over 50 residents volunteer their time and efforts to help prepare the baseball and soccer fields for Boxford Athletic Association programs. We hope that even more people will pitch in and help this coming year. Our fields still need a lot of work.

Camp Sacajawea on Stiles Pond continues to be utilized in the summer by the Greater Lawrence Educational Collaborative as a day camp for severely handicapped children from the North Shore area. In addition, the camp has been used by many scouting and non-profit groups as well as town residents. We urge residents to make full use of this valuable asset.

Funding for the 4th of July parade was put back into the budget. Poor weather couldn't stop all who participated in or watched the parade from having a good time. We look forward to good weather and a great parade in 1993.

The Recreation Committee continues to work with the Boxford Trails Association and the Open Space Committee to expand both passive and active recreational opportunities. We are fortunate in having members that are also on those committees. The many trails in town provide hiking, horseback riding, cross-country skiing, and biking opportunities for all residents. Safety guidelines have been prepared to help cyclists young and old enjoy the beauty of Boxford roads safely. These will be published in the local papers and distributed at the schools.

The town tennis courts located behind the police station offer another option for recreation. Sign-up sheets are provided to reserve a specific time.

The continued growth of the Boxford Athletic Association sports programs, recreational use of the trails and Camp Sacajawea, and use of the fields and courts by individual residents will require increased funding to maintain and expand the facilities. A very large percentage of town residents derive enjoyment from these programs and facilities at a minimal cost. We hope to continue the progress made this year.

Jerry Johnston, Chairman  
Robert Bisceglia  
Susan Goodwin  
Wendy Madden  
Nancy Merrill  
John Rowen



## RECYCLING COMMITTEE

1992 has been a year of expanding our recycling base, both in tonnage and in number of items collected, in Boxford. The Recycling Committee is very proud of the totality of the program offered to the residents of Boxford. We collect for recycling nearly every material that is currently being recycled in other Massachusetts municipalities.

We offer a combined recycling program that includes weekly curbside collection of five categories of items as well as a drop-off center that is open every Saturday from 8 a.m. to 3:30 p.m. where 10 or more different item categories are collected. The charts on the following pages show what items can be recycled, the preparation, the collection method (either curbside or drop-off center) and the required fee, if any. There is no direct cost to residents for curbside collection of recyclables; this cost is covered by the trash sticker fee. The inauguration of a recycling sticker fee for some drop-off items was authorized by a vote at Annual Town Meeting in May to cover transportation and processing costs.

New additions to the Drop-off Recycling Center, 15 Spofford Road, include clear, user-friendly signs, a step-ladder for accessing the roll-offs, and a new 40 cubic yard roll-off all made possible through grants to the town that the Recycling Committee applied for.

In line with the ban on leaves and yard waste in the landfill, we coordinated a leaf drop-off collection point at Ingaldsby Farm in West Boxford for spring, summer and fall. Thanks to our DPW crew, Christmas tree recycling/chipping was again offered at the Drop-off Center. We would like to remind residents that waste motor oil is collected on the 1st and 3rd Saturday of every month at the Drop-off Center; this oil is used to heat the town DPW garage.

The invaluable volunteer sign painting services of Phyllis and George Fischer, the ongoing support of volunteer extraordinaire, Joanna Daniel, and the computer layout skill of Barbara Littlefield must be noted.

Please find below the total amount of materials recycled in Boxford during 1992:

MATERIAL	TONS	CUBIC YARDS	OTHER
GLASS	147.77	704	
PLASTICS #1 & #2	21.32	1,332.5	
ALUMINUM CANS	5.39	216	
NEWSPAPERS/MAGAZINES	541.15	2,164.6	
TIN CANS	27.61	318	
SCRAP METAL/APPLIANCES	32.00	330	
CORRUGATED CARDBOARD	20.00	267	
CONSTRUCTION/DEMOLITION		30	
PLASTIC #6 PS	.64	40	
PLASTIC #5 PP		1	
TIRES			50 units
LEAD NECK SLEEVES			22 lbs.
MOTOR VEHICLE BATTERIES			48 units
MOTOR OIL			2,277 gallons
SALVATION ARMY BINS			Emptied 108 times
TOTALS	795.88	5,466.1	



While it is not possible to calculate precisely the percentage by weight of waste reduction we have achieved due to the fact that our trash is not weighed, we can offer a look at how much landfill space has been saved by diverting these items from our landfill. Total landfill space saved is 5,466 cubic yards. These figures are based on standard weight to cubic yard conversion rates of the particular industry.

Teri Allen, Co-chair  
Karen Sheridan, Co-chair  
Carole Fitch  
Lorraine Ott  
Betty Strong

**FEE SCHEDULE FOR DROP-OFF RECYCLING ITEMS**

**Payment**

Recycling tickets cost \$5.00 each and are available for sale at the Treasurer’s office, Boxford Town Hall, 28 Middleton Road, Monday through Thursday, 9:00 a.m. to 4:00 p.m., and at the West Boxford Store during usual store hours. The Recycling Attendant is not allowed to accept cash or check payment, so recycling tickets must be purchased before coming to the Drop-off Recycling Center, 15 Spofford Road.

**Fees for Wood and Construction Waste**

Fees will be charged based on volume brought to the Recycling Center for disposal. Fees are based on the size and type of vehicle or container used to haul the waste.

32-gallon barrel level filled	\$ 5.00	1 ticket
Sedan car trunk	\$15.00	3 tickets
Cubic Yard measured on site	\$25.00	5 tickets
Station Wagon	\$50.00	10 tickets
Small 1/2-ton pickup truck	\$70.00	14 tickets
Minivan	\$70.00	14 tickets
Full size pickup truck	\$95.00	19 tickets

No larger vehicle may be used.

**Acceptable C&D Wastes for Recycling**

The following wastes will be accepted for C&D Recycling:

Wood, lumber, used and scrap (may contain nails); doors; windows, and plate glass, mirrors; window frames with or without glass — wood, aluminum; plaster; gypsum; sheet rock (used and scrap); blue board; piping (plastic, copper); plumbing fixtures — cast iron, stainless steel, fiberglass, ceramic; ceramic tiles; linoleum sheet and tiles; pressure treated wood; painted or finished wood; roofing shingles; plastic tarps; wood furniture; wood cabinetry; laminate counter tops; brush.

## **Prohibited Wastes**

The following wastes will not be accepted for C&D recycling:

Bricks and mortar, cement blocks, stones and rubble; hazardous wastes; asbestos, lead, and toxic chemicals.

## **Fees for Large Appliances/Metal Items**

Fee of \$10.00 (2 tickets) for the following:

Washers, dryers, dishwashers, stoves, ovens, gas grills, hot water tanks, lawn mowers, steel bed frames, radiators, cast iron sinks and tubs, snow blowers, tillers, aluminum truck caps without fiberglass.

## **Fees for Freon Appliances**

Fee of \$20.00 (4 tickets) for the following:

Refrigerators, freezers, air conditioners, dehumidifiers.

## **Fees for Tires**



Fee of \$5.00 (one ticket) for one or two car or small truck tires.

No charge for up to 8 bicycle or lawn mower tires.


# CURBSIDE RECYCLING

## Identifying & Preparing Recyclables

Here is a chart to get you started on sorting recyclables properly so they can be processed and made into something new.

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
GLASS	Bottles & jars that have been used for food or drink.	Rinse clean; remove metal or plastic rings & corks. O.K. to leave paper labels on.	Broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, etc. metallic or foam coverings
PLASTIC  <b>PETE</b> <small>(PolyEthylene Terephthalate)</small>  <b>HDPE</b> <small>(High Density PolyEthylene)</small>	HDPE-type: opaque plastic used for milk, water, cider, detergent, etc. PET-type: clear plastic used for soda, salad dressing, etc.	Rinse clean; remove metal or plastic caps & rings.	Plastic lids & bands. Any item that is not marked HDPE or PET.
ALUMINUM	Only pure aluminum cans.	Rinse clean. Remove paper labels.	Bottle/jar lids, pie plates, foil, cans with paper or plastic parts.
METAL CANS	Steel or tin & mixed metal cans.	Rinse & remove labels. (Remove top & bottom if you want to flatten them for easier storage.)	Cans with paper parts in them, paint cans or scrap metal.
NEWSPAPER	Newspapers, magazines, junk mail, colored/white/computer paper, catalogs.	Put into paper bags or tie in bundles	Corrugated cardboard, waxed/coated paper, plastic windows in envelopes.
Use it up, wear it out, make it do, or do without. New England Proverb			

# DROP-OFF RECYCLING

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
CORRUGATED CARDBOARD	Heavy cardboard, usually brown, with ridged layer sandwiched between two flat sheets.	Must be flattened. Keep dry.	Cereal boxes, waxed cardboard, frozen food boxes, milk or juice boxes, other types of cardboard.
POLYSTYRENE PLASTIC 	Rigid packing forms and peanuts; foamed trays & cups; see-thru convenience food containers marked PS #6.	Rinse Clean	Any item that is NOT marked PS #6 such as #1, #2, #3, #4, #5, #7 and unmarked.
METAL APPLIANCES	Washers, dryers, refrigerators, stoves, ovens, water heaters.	Doors off.	TVs, wood, cement, tires, plastic parts.
SCRAP METAL	Pipes, wire, cast iron, mixed heavy metals, light iron.	Place in metal bin. Containers must be empty & free of residue.	No closed containers.
MOTOR VEHICLE BATTERIES	Car, truck, motorcycle, open cell.	Place on pallet at Center.	Household alkaline batteries, open cell with cracks in cells or casings.
SALVATION ARMY ITEMS	Clothing, shoes, toys, books, small appliances.	Clean, reusable. Boxed or bagged, must fit in container.	Soiled, torn or unusable items too big to fit in bins.
WASTE MOTOR OIL (1st & 3rd Sat. ONLY)	Crank case oil, diesel oil, transmission fluid.	Capped containers.	Gasoline, anti-freeze, brake fluid, PCBs, etc. Anything other than what is specifically allowed.
LEAD NECK SLEEVES	Lead sleeves on wine bottles.	Remove from wine bottle.	Plastic neck sleeves, wine bottles.

## DROP-OFF RECYCLING CENTER

Located at entrance to landfill, 15 Spofford Pond Rd.

Open Saturdays from 8:00 AM to 3:30 PM

These items can only be recycled at the drop-off recycling center NOT at curbside.

The reverse holds true for the curbside recyclables, only curbside, NOT drop-off.



## TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES, INC.

The \$12,650.00 received from the Town of Boxford last year helped the Tri-Town Council to serve the youth and families of Boxford in the following ways:

- 720 students seen by Crisis Intervention Counselor. +10% over 1991.
- 26 students in the Peer Education program. +100% over 1991.
- 100 School Choice students received new student orientation and transition support services.
- 416 Masconomet freshman and sophomore class interviews on social and physical health issues, needs and priorities.
- 75 people attend a PAC/Council Violence in Schools Prevention seminar.
- 20 students attend a Date Rape Prevention workshop.
- 40 students and parents attend a drinking and driving prevention panel discussion.
- 185 high school seniors receive a two-day AIDS education workshop.
- 180 graduating seniors attend the substance free Senior All Night Graduation Party.
- 165 junior high students visit local businesses and industries as part of Career Awareness Program.
- 175 youth placed in part-time summer employment through the Job Bank.
- Horizons program continues to serve Boxford elementary students and families with after-school enrichment programs.
- Student Assistance Services program established for Masconomet Regional School District.
- Comprehensive Health Care Grant received to develop a PK-12 grade comprehensive health care curriculum over the next three years.
- 25 elementary school teachers receive Project CHARLIE and "Here's Looking at You 2000" curriculum training.

The above statistics are inclusive of Middleton, Topsfield, and Boxford. However, the Council's program participant data indicate a 72% increase over last year in total, unduplicated, services received by the town of Boxford.

Administratively, the Council Board of Directors voted to become a membership agency. It was decided after careful research that the Council could expand its donor base as well as its volunteer base by means of a membership drive. The first membership campaign was completed very successfully in December 1992.

In these difficult financial times the Council will continue to develop new and creative ways to find the resources necessary to support the youth and families of Boxford. We appreciate your ongoing support; and we look forward to another year serving the town of Boxford.

Edwin S. Vaeni  
Executive Director



## BOXFORD BAY CIRCUIT PROGRAM COMMITTEE

The Boxford Bay Circuit Program Committee holds joint meetings with the Boxford Trails Association on the first non-holiday Monday of each month at 7:30 p.m. in the Community Center. The public is invited to participate.

This committee is encouraging our neighboring towns to develop trail linkages. Trail representative from North Andover, Georgetown, Ipswich, Rowley and Topsfield are meeting with us. North Andover, Georgetown and Ipswich have Bay Circuit linkage trails. Rowley is working on a trail linkage to Plum Island from the Bay Circuit trail system.

Trek III went through Boxford on Saturday, June 6, 1992. Our thanks to Sue Goodwin for planning this day. A group of hikers started at Hood Pond in Ipswich and hiked west. Another group of hikers started at Ward Hill in North Andover and hiked east. The equestrian group started at Lockwood Field and made a loop through the proposed middle linkage to Willowdale and returned via the Bay Circuit linkage through the Georgetown-Rowley State Forest. The three groups met at the Lockwood barn for a barbecue. Misty weather sent the trekkers off in the morning; sunshine welcomed them at the barbecue. One trekker from Georgetown participated each day of the 12-day 1992 annual Bay Circuit Trek.

To provide a central organization for the 52 communities with the Bay Circuit Program, the National Park Service, Trails and Conservation representative, Charles Tracy, guided the formation of the Bay Circuit Alliance. The National Park Service three-year commitment to the Bay Circuit Program ended in the fall of 1992. Boxford benefitted from the guidance that Charles Tracy provided. We now have a dedicated Bay Circuit linkage trail and a guide book.

The Bay Circuit Alliance is an organization of organizations and individuals. Alan French of Andover is the director. Nancy Merrill, 20 Cross Road, Boxford, was elected to the Board of Directors and to the three-member Executive Board.

The American Hiking Society has designated June 5, 1993 as National Trails Day. The focus of this day is to encourage all communities across the USA to establish "Trails for All Americans" within 15 minutes of home. Nancy Merrill was appointed to coordinate the National Trails Day celebration events in the Bay Circuit member towns. The Boxford Bay Circuit Program Committee is presently planning Boxford's June 5 trails celebration. We invite all town residents to participate. Hike a trail and join the end-of-day trails celebration event.

The first edition of the Bay Circuit Guide to Walks in and around Boxford sold out completely. In December 1992, we printed a second edition. These guide books are for sale at the West Boxford Store and the Community Store.

Nancy Merrill  
Alison Chase  
Alexander Gillman  
Susan Goodwin  
Beverly Ingalls  
Mel Prohl  
Joanne Welson

**VETERANS' SERVICE DEPARTMENT  
NORTH ANDOVER — BOXFORD DISTRICT**

No expenditures were made by the Veterans' Service Department during fiscal 1992.

Richard E. Lahaye  
District Director

In 1946, Chapter 115 of the General Laws was passed by the General Court creating a Massachusetts Veterans' Services Department and called for the establishment in every city, town, or district a Department of Veterans' Services.

In 1947, the Selectmen of the towns of North Andover and Boxford voted to form a district and appointed a District Director of Veterans' Services to carry out the provisions of Chapter 115 of the General Laws. The general purpose of the District Director of Veterans' Services is the administration of the Veterans' Benefits Program to provide the utmost possible assistance to veterans and/or their dependents in time of distress or hardship. While the department is not PUBLICIZED in either community, I would like to take this opportunity, as the full-time director, to announce my office hours.

Town Hall—North Andover  
Mon.-Fri. 8:30-4:00  
Tel. 682-6378 Home 683-4257

Town Hall—Boxford  
Tel. 887-8181

Richard E. LaHaye  
District Director

*NOTICE TO ALL VETERANS: APPLICATIONS FOR PERSIAN GULF WAR BONUS  
ARE AVAILABLE AT MY OFFICE.*

## REPORT OF VETERANS' GRAVES OFFICER

Veterans' graves were inspected and flags were put out prior to Memorial Day. Cemeteries were all in good condition. There was some increase in flags this year.

### NUMBER OF FLAGS PLACED THIS YEAR WERE:

Brookside — 56

Mt. Vernon — 60

Village — 56

Harmony — 28

Flags on the Monuments at the East and West Parish were replaced several times during the year.

If anyone is aware of a Veterans' Grave without a flag, please contact me at 373-5165.

Kenneth H. Chadwick  
Veterans' Graves Officer







**Eagle Graphics Inc.**

30 Lancaster Street  
Boston, MA 02114

## **BOXFORD INFORMATION**

The Town of Boxford was incorporated in 1685.

Population — 6,722

Number of residences, (1992) — 2,019

Registered Voters, (December, 1992) — 4,261

Area — 24.39 square miles

Population Density, (1993) — 276 persons per square mile

Miles of Roads, (January 1, 1993) — 105.70

Number of Named Streets — 147

## **STATE AND FEDERAL REPRESENTATION**

### **U.S. SENATORS**

Edward M. Kennedy (D)  
United States Senate  
Washington, D.C. 20510  
(617) 565-3170 (Boston)

John F. Kerry (D)  
United States Senate  
Washington, D.C. 20510  
(617) 565-8519 (Boston)

### **U.S. CONGRESSMAN**

Peter Torkildsen (D)  
120 Cannon Building  
U.S. House of Representatives  
Washington, D.C. 20510  
Tel: (202) 225-8020  
Fax: (202) 225-8037

DISTRICT OFFICE  
70 Washington Street  
Salem, MA 01970  
Tel: (508) 741-1600  
Fax: (508) 744-1640

### **GOVERNOR**

The Honorable William P. Weld (R)  
State House, Room 360  
Boston, MA 02133  
(617) 727-3600

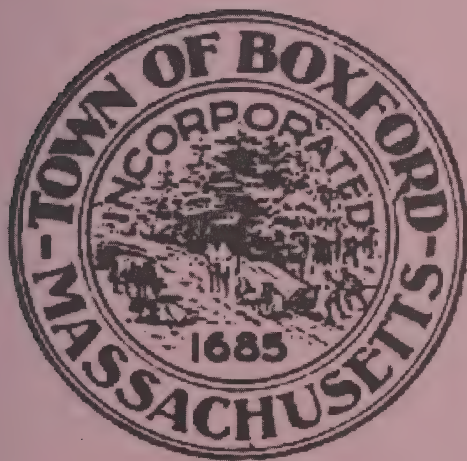
### **STATE LEGISLATORS**

Senator Robert C. Buell (R)  
State House, Room 321  
Boston, MA 02133  
(617) 722-1600  
Home: Woodcrest Road  
Boxford, MA 01921

Rep. Forrester "Tim" Clark (R)  
State House, Room 167  
Boston, MA 02133  
(617) 722-2692  
Home: Sagamore Road  
Hamilton, MA 01936



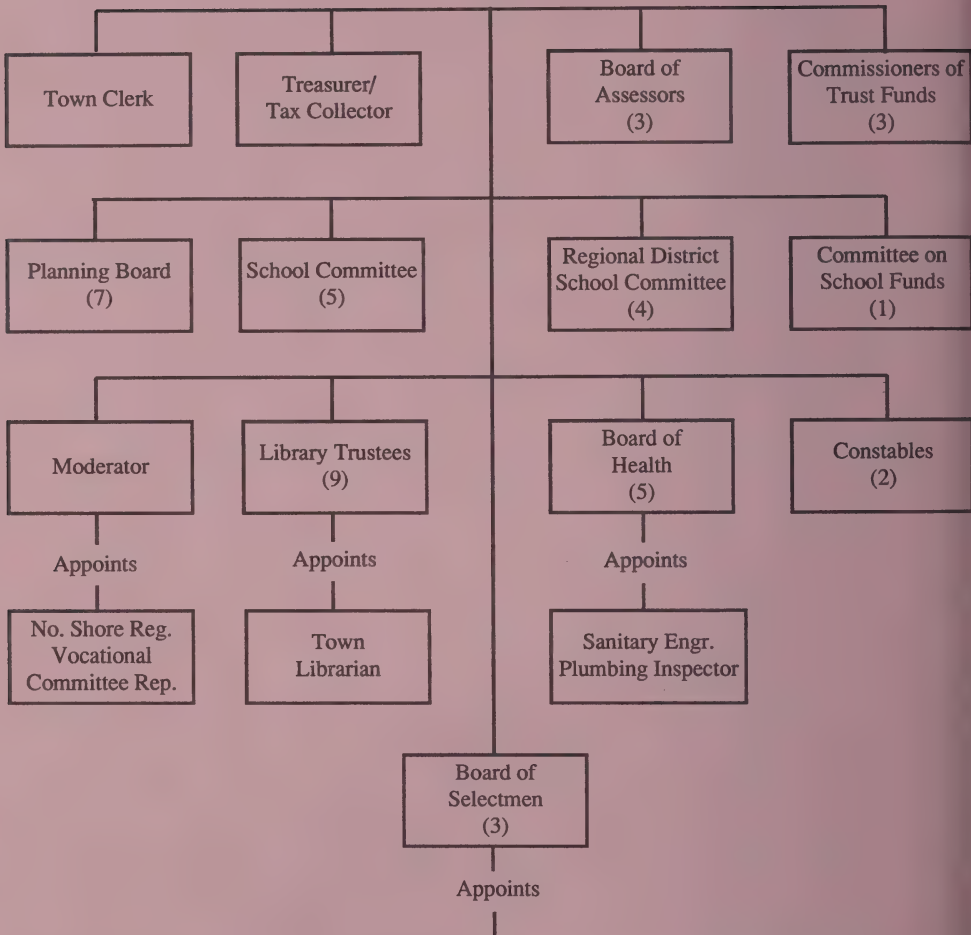
# **1993 Annual Report**



**Boxford, Massachusetts**

# Boxford Officials

## VOTERS ELECT



### OFFICERS:

Town Counsel  
Executive Secretary  
Superintendent of  
Public Works  
Police Chief  
Fire Chief  
Town Accountant  
Communications Director  
Civil Defense Director  
Forest Warden  
Animal Control Officer  
Parking Clerk  
Sealer of Weights  
and Measures  
Town Geologist

### COMMITTEES:

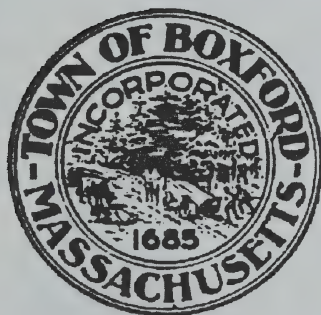
Council on Aging  
Board of Appeals  
Arts Council  
Cable TV Advisory Committee  
Computer Study Committee  
Conservation Commission  
Election Officers  
Fenceviewers  
Finance Committee  
Town Forest Committee  
Historic District Committee  
Housing Partnership Committee  
Inspector of:  
Animals  
Buildings  
Wires  
Gas  
Plumbing  
Ipswich River Watershed  
Personnel Board  
Recreation Committee  
Recycling Committee  
Registrar of Voters  
School Building Committee

### AD HOC COMMITTEES:

All Building Committees  
Boxford Bay Circuit Committee  
Open Space Committee  
Rapid Growth Committee  
Land Acquisition Committee



**ANNUAL REPORT**  
**OF THE TOWN OF**  
**BOXFORD, MASSACHUSETTS**



**FOR THE YEAR ENDING DECEMBER 31, 1993**

# TOWN OF BOXFORD

## VOLUNTEER APPLICATION

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town board or committee, please complete the following and forward to:

Board of Selectmen  
Town Hall, 28 Middleton Road  
Boxford, MA 01921

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_

Committee of interest: \_\_\_\_\_

Brief summary of your background: (you may enclose a separate letter if desired)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN.*

## IN MEMORIAM



### **DONALD E. HOUSER**

*January 5, 1917 — November 18, 1993*

A resident of Boxford for 26 years who was active in community affairs and a long standing member of the Board of Appeals. Mr. Houser was first appointed as an Alternate to the Board of Appeals in 1982 and in 1985 was appointed as a full member. He served on this Board until his resignation in 1988.

Mr. Houser was an Engineering graduate of Worcester Polytechnic Institute and spent his entire business career with the former United Shoe Machinery Corporation until his retirement in 1981.

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\_\_\_\_\_

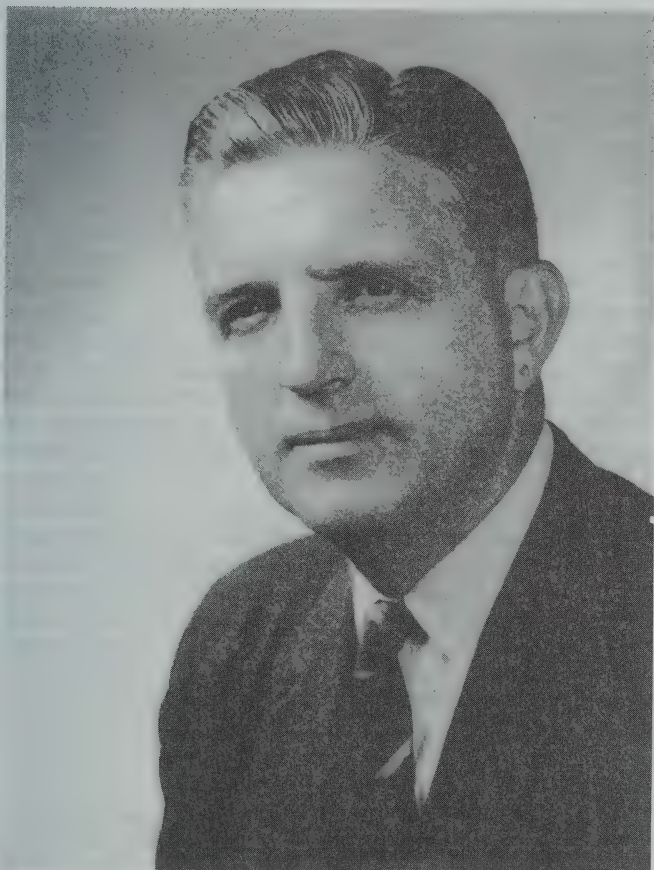
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# **TOWN OFFICERS**

**Elected**

**Appointed**

**Committees, Boards and Commissions**

**AD HOC Committees**

**Committee Meeting Schedule**

## ELECTED TOWN OFFICIALS

MODERATOR	DeWitt Minich (1994)
BOARD OF SELECTMEN	Richard W. Ulman (1996) Robert J. Halloran (1995) Gerald R. Johnston (1994)
TOWN CLERK	Patricia A. Shields (1995)
TREASURER/TAX COLLECTOR	Alan J. Benson (1994)
BOARD OF ASSESSORS	Kenneth P. Kretsch (1994) Robert A. Was (1994)
BOXFORD SCHOOL COMMITTEE	Mary H. Langer, Chairman (1994) Robin E. Phelan (1996) Sharon Benson (1994) Charles Costello (1996) Stephanie M. Meegan (1995)
MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE	Sandra Blaeser (1995) Judith N. Erensoy (1996) Barbara McKenna (1994) Werner A. Low (1996)
PLANNING BOARD	Craig E. Falk, Chairman (1995) Kendall E. Bagge (1994) Robert P. Nordstrom (1996) David E. Trask (1998) Robert C. Gore (1995) Kurt B. Kaiser (1997) Werner A. Low (resigned)
BOARD OF HEALTH	Nancy A. Pearl, Chairman (1994) Kevin F. Bell (1996) Louise Kress (1995) Lisa A. Jeffrey (1994) Richard F. Taylor (1996)
TRUSTEES OF THE BOXFORD TOWN LIBRARY	Helen K. Millstein, Chairman (1995) Judith M. Littlefield (1994) Enid E. Thuermer (1994) Kathleen J. Ulman (1995) Nancy C. Woolford (1994) Barbara J. Schaller (1996) Dean Spofford (1995) Peter Fiedler (1996) G. Edwin Hadley (1996)
CONSTABLES — EAST PARISH WEST PARISH	Ronald Giovannacci (1994) David Smallman (1994)
COMMITTEE ON SCHOOL FUNDS	Richard P. Chadwick (1955 tenured)
COMMISSIONERS OF TRUST FUNDS	Charles E. Killam (1995) Judith F. Carr (1996) Charles D. Laderoute (1994)



## APPOINTED TOWN OFFICERS

(Town Appointed Officers term runs to June 30, 1994, except as noted)

TOWN COUNSEL	Donald J. Scutiére
EXECUTIVE SECRETARY	Thomas E. Hauenstein
SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS	Thomas F. Greene
POLICE CHIEF	Gordon A. Russell, Jr.
FIRE CHIEF	Peter C. Perkins
TOWN ACCOUNTANT	William P. O'Brien (1996)
COMMUNICATIONS DIRECTOR	Elizabeth Russell
DIRECTOR OF PUBLIC HEALTH	Robert Enos
DIRECTOR BOXFORD EMERGENCY MANAGEMENT	Robert D. Hazelwood
DIRECTOR OF PUBLIC LIBRARIES	Adele McConaghy
VETERAN'S AGENT (District Director)	Richard E. LaHaye
FOREST WARDEN	Peter Perkins
TOWN GEOLOGIST	Richard Z. Gore
ANIMAL CONTROL OFFICER	Helen L. Phillips
PARKING CLERK	Thomas E. Hauenstein
SEALER OF WEIGHTS & MEASURES	Edwin Bowerman
NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT REPRESENTATIVE	Charles F. Springer (1996)
ASSISTANT ASSESSOR	Barbara A. King
ASSISTANT TREASURER	Mary E. Bolen
DEPUTY TAX COLLECTOR	Richard Sullivan

# COMMITTEES, BOARDS AND COMMISSIONS

## COUNCIL ON AGING

Judith F. Carr, Chairman (1995)  
 Jean W. Buell (1996)  
 Kathie A. Canonica (1995)  
 Lula Gould (1997)  
 Geraldine C. Dupuis (1996)  
 Lawrence Holt (1995)  
 Milton W. Knauer (1997)

## BOARD OF APPEALS

Carlyle W. Thomas, Chairman (1995)  
 Robert H. Clewell (1996)  
 William R. Cargill, Jr. (1994)

## BOARD OF APPEALS (Alternates)

Stephen Kokkins (1994)  
 Douglas Stuart (1996)  
 Robert W. Conroy (1995)

## COMPUTER STUDY COMMITTEE

Centkut Erensoy (1994)  
 Charles Laderoute (1994)  
 Charles W. Thiel (1994)

## BOXFORD CULTURAL COUNCIL

Jane S. Langton (1994)  
 Wendy M. Levy (1995)  
 Kathryn M. Milnes (1996)  
 Joan M. Haley (1994)  
 Jane K. Holt (1996)

## BOXFORD CABLE TELEVISION COMMITTEE

Leonard Rose (1994)  
 Joseph A. Cameron (1994)  
 Nathaniel S. Coolidge (1994)

## CONSERVATION COMMISSION

Peter J. Delaney (1995)  
 William P. Pucci (1995)  
 Gerard D. Immer (1994)  
 Harry C. Reifel, Jr. (1994)  
 Faith R. Spath (1996)  
 Kurt B. Kaiser (1993)  
 Alexander Gillman (alternate)  
 Russell T. Hopping (alternate)

## ELECTION OFFICERS

### Precinct I

#### Democrat

Wendy L. Belinsky  
 Elizabeth L. Strong  
 Irene Decoulos  
 Joan F. Tarleton

#### Republican

Arthur Gingrande  
 Ethel M. Houser  
 Eleanor G. Becker  
 Barbara Ross

### Precinct II

#### Democrat

Joyce Chub  
 Phyllis A. Leonard  
 Helen McLaughlin  
 Joyce A. Scutiére

#### Republican

Victoria M. Hubbard  
 Marilyn H. May  
 Marion R. Musial  
 Susan Price

## FENCEVIEWERS

Board of Selectmen

FINANCE COMMITTEE

Ruth N. Bortzfield, Chairman (1995)  
Robert W. Conroy (1996)  
Manuel J. DeSouza (1994)  
Linda Wilcox (1996)  
John Lukowski Rizza (1993)  
Winston J. Rose (1995)  
Julian "Duke" Brown (1994)

TOWN FOREST COMMITTEE

Paul R. French (1995)  
Richard Tomczyk (1996)  
Robert D. Hazelwood (1994)

HISTORIC DISTRICT COMMISSION

Ronald L. Dechene' (1995)  
Susan T. Peterson (1994)  
Rodney F. Burnett (1995)

HISTORIC DISTRICT COMMISSION  
(Alternates)

Nancy N. Merrill (1994)  
James R. Sterio (1996)

INSPECTORS:

ANIMALS  
BUILDING  
HEALTH  
GAS/PLUMBING  
ELECTRICAL

Allison A. Hayes (352-6336)  
Kevin Wood (887-3270)  
Robert Enos (887-8841)  
William S. Crowell (887-3270)  
Ronald J. Hennessey (887-3270)

IPSWICH RIVER WATERSHED  
DISTRICT COMMISSION

Jennie Bridge (1994)

MASCONOMET REGIONAL  
SCHOLARSHIP COMMITTEE

Jacqueline R. Newland (1994)  
Carol L. Schwefler (1994)  
Richard W. Ulman (1994)  
William P. Pucci (1994)  
Wendy Belinsky (1996)

PERSONNEL BOARD

Charles J. Caperonis, Chairman (1994)  
Julie Phalen (1995)  
Linda Dodd Laderoute (1996)  
Mary Wendel (1994)

POLICE DEPARTMENT  
(Full Time)

Gordon A. Russell, Jr., Chief  
Paul M. Bates, Sergeant  
Ronald Giovannacci, Sergeant  
William G. Decoff, Patrolman  
Robert D. Hazelwood, Patrolman  
John D. Iannazzo, Patrolman  
Bruce Allen Klinger, Patrolman  
Thomas J. Nentwig, Patrolman  
Peter G. Orlando, Patrolman  
Brian Williams, Patrolman  
James B. Riter, Patrolman

## POLICE RESERVE OFFICERS

Joseph P. Bogigian, Reserve  
Francine J. Gaynor, Reserve  
Susan J. Longo, Reserve  
Timothy E. Nangle, Reserve  
Paul E. Polonsky, Reserve  
Harold W. Trombly, Reserve  
John C. VanLoon, Reserve  
John C. Bain, Reserve  
Louann M. Bonny, Reserve

Joan A. Goldsmith, Special  
Harold Sederquest, Special

## RECREATION COMMITTEE

Nancy N. Merrill (1994)  
Robert H. Bisceglia (1995)  
John A. Rowen (1994)  
Laurette Hamel (1996)  
John Schickling (1996)  
Robert McGrath (1996)

## RECYCLING COMMITTEE

Teri Allen (1994)  
Carole C. Fitch (1994)  
Lorraine Ott (1996)  
Karen L. Sheridan (1995)  
Betty Strong (1995)

## REGIONAL RECYCLING COMMITTEE

Teri Allen  
Carole C. Fitch  
Karen L. Sheridan  
Mark Phelan (1994)

## REGISTRAR OF VOTERS

Patricia A. Shields, Clerk  
George A. Gould (1995)  
Anne C. Mannheim (1996)

## ASSISTANT REGISTRARS

Mary E. Bolen (1994)  
Karen L. Sheridan (1994)  
Richard J. Meegan (1994)  
Alice J. MacKay (1994)

## SCHOOL BUILDING COMMITTEE

Charles Costello, Chairman (1996)  
Sharon Benson (1994)  
Richard D. Daly (1995)  
Jan E. Gustafson (1995)  
Charlotte D. Smallman (1995)  
Robert W. Russo (1995)  
Robin E. Phelan (1996) alternate

## SCHOOL SUPERINTENDENTS

BOXFORD/TOPSFIELD/MIDDLETON  
SCHOOL UNION

Dr. Joseph Connelly

MASCONOMET REGIONAL  
SCHOOL DISTRICT

Dr. Richard A. Dussault

NORTH SHORE REGIONAL  
VOCATIONAL SCHOOL DISTRICT

Patricia W. Carlson, Ed. D.

## AD HOC COMMITTEES

LAND ACQUISITION COMMITTEE

Ruth N. Bortzfield (1994)  
Robert W. Conroy (1994)  
Robert Nordstrom (1994)  
Russell T. Hopping (1994)  
Nancy N. Merrill (1994)

BOXFORD BAY CIRCUIT PROGRAM  
COMMITTEE

Alison Chase (1994)  
Alexander Gillman (1994)  
Susan Goodwin (1994)  
Beverly Ingalls (1993)  
Nancy Merrill (1993)  
Mel Prohl (1993)

BOXFORD HOUSING PARTNERSHIP  
COMMITTEE

Enid E. Thuermer, Chairman (1994)  
Craig Falk (1994)  
Louise B. Kress (1994)  
Gerald R. Johnston (1996)  
Carlyle W. Thomas (1994)

BOXFORD TRAILS ASSOCIATION

Nancy Merrill

OPEN SPACE/  
RECREATION COMMITTEE

William F. Carey (1994)  
Judith Ann Gore, Chairman (1994)  
Susan H. Goodwin (1994)  
Barbara A. Russell (1994)  
Alexander Gillman (1994)  
Jane S. Coe (1994)

RAPID GROWTH COMMITTEE

Judith A. Gore (1994)  
Nancy Merrill (1994)  
Dean R. Spofford (1994)  
Donald C. Behrens (1994)  
Robert C. Gore (1994)  
Edmond R. LeClair (1994)  
Kevin F. Bell (1994)  
Kurt B. Kaiser (1994)  
Charlotte Present (1994) alternate  
Charles Laderoute (1994) alternate  
John A. Rowen (1994) alternate



## BOXFORD COMMITTEE MEETINGS

BOARD OF SELECTMEN	Monday	7:30 PM	Community Center
BOARD OF ASSESSORS	2nd & 4th Wednesday	7:00 PM	Town Hall
BOXFORD SCHOOL COMMITTEE	2nd & 4th Thursday	7:30 PM	Spofford Pond School
MASCONOMET SCHOOL COMMITTEE	1st & 3rd Wednesday	7:30 PM	Masconomet
NORTH SHORE VOCATIONAL SCHOOL COMMITTEE	1st & 3rd Thursday	7:45 PM	North Shore Regional
PLANNING BOARD	1st & 3rd Wednesday	7:30 PM	Community Center
BOARD OF HEALTH	2nd Wednesday	7:30 PM	Community Center
LIBRARY TRUSTEES	4th Thursday	8:00 PM	Boxford Village or West Boxford Library
BOARD OF APPEALS	4th Thursday	7:30 PM	Community Center
PERSONNEL BOARD	1st Wednesday	7:30 PM	Community Center
CONSERVATION COMMISSION	2nd & 4th Thursday	7:30 PM	Community Center
COUNCIL ON AGING	2nd Tuesday	7:30 PM	Community Center
FINANCE COMMITTEE	As posted		Cole School
HISTORIC DISTRICT COMMISSION	4th Tuesday	8:00 PM	Community Center
RECREATION COMMITTEE	As posted		Community Center
ARTS COUNCIL	As posted		Community Center
CABLE TV COMMITTEE	As posted		Community Center
LAND ACQUISITION COMMITTEE	As posted		Community Center
BOXFORD HOUSING PARTNERSHIP COMMITTEE	As posted		Community Center
RECYCLING COMMITTEE	As posted		Community Center

# **GENERAL GOVERNMENT**

**Board of Selectmen**

**Town Counsel Report**

**Personnel Board**

**Boxford Housing Partnership Committee**

## BOARD OF SELECTMEN

The year opened with a busy agenda approving budgets for the various departments under the control of the Selectmen. All Department heads are to be commended for submitting budgets with minimal increases for FY 1994, in line with Finance Committee guidelines.

In January, the Selectmen announced what will be the final resolution of the proposal to reduce service at the West Boxford Post Office. Mr. Halloran announced that the Town received word that the West Boxford Post Office would retain its same zip code, same position of Postmaster and same level of service. He thanked all residents who led the fight with U.S. Postal officials to retain this important post office.

In February, the Veteran's of Foreign Wars Post number 10257 requested permission to install a light at the base of the flag in the East Village Green. The Board was pleased to honor this request, made in the memory of the late Boxford resident Carl Whitaker, who was one of the founding members of the newest VFW Post here in Boxford.

In March, Council on Aging Director Marie Cody met with the Selectmen to announce a fund raising drive to underwrite the installation of a wheelchair lift elevator in the Community Center. Marie's perseverance with State officials, along with the generous assistance of many private companies and individuals made this dream a reality. The installation of the elevator puts the second floor of this building in total compliance with the Americans with Disabilities Act of 1990. We are proud of Marie and give thanks to all of the volunteers who put this project together, and built the necessary addition to the Community Center during the summer months.

The winter of 1992-1993 was quite stormy, and in March Thomas F. Greene had to request an addition of \$24,600 to be transferred to his snow and ice account for the year.

In April, the Board met with many concerned citizens who live on Main Street near the East Village. Residents there have been concerned about speeding truck traffic for many years, and the Board requested the Boxford Police Department to investigate the situation. A public hearing was held later to consider making the street one-way at that location. The Board decided to ask the Police Department for further recommendations and improvements in signage, and to install a 4-way stop sign at the intersection of Main Street and Middleton Road.

Selectman Richard W. Ulman was re-elected to a full three year term on May 18. At the May 24 meeting of the Selectmen, Mr. Ulman was elected to serve a second term as Chairman of the Board, and Mr. Halloran was elected to serve as Clerk.

Police Chief Douglas A. Warren retired as Chief on May 31, 1993, having requested and been granted an Early Retirement Incentive from the Town, which was approved at the May Annual Town Meeting. Chief Warren served for 21 years, and the Selectmen join all townspeople in wishing "Chief Warren" much health and happiness in the years ahead.

On June 1, the Board of Selectmen selected Deputy Chief Gordon A. Russell, Jr. to serve as Police Chief for the Town. The "Dep" as he has been called for many years, served as Deputy Chief for 18 years, and is eminently qualified to take over this important position. The Selectmen congratulate Chief Russell on his appointment.

The Selectmen directed that the Executive Secretary bid the insurance package for the Town for FY 1994. In the end, after reviewing two bids, the Selectmen voted to stay with the Massachusetts Interlocal Insurance Association (MIIA) proposal for the

General Package, Liability and Worker's Compensation policies. Chairman Ulman noted that by going out to bid, the Town saved some \$20,000 in insurance costs for the coming year, due to the competitive nature of the bidding process.

In June, the Selectmen authorized the Department of Public Works to embark on an ambitious road paving program, to take advantage of the lowest price in Type I Bituminous material in many years. All told, approximately 43,148 feet of pavement was installed in place (this equals approximately 8.17 miles).

In July, the Boxford Athletic Association presented plans to construct a storage shed and larger concession stand at Stiles Pond Beach. The Selectmen approved of the idea in concept, and sent the BAA to the permit approval process, to meet with the Planning Board, Board of Health and Inspector of Buildings.

The Board of Selectmen awarded a bid for the design of new construction plans for repair of the Stiles Pond Dam to Lichtenstein, Incorporated, of Fair Lawn, New Jersey and Framingham, Massachusetts. The engineering work and design plans, as well as estimated construction costs, were authorized by vote of the 1993 Annual Town Meeting.

On August 2, Selectman Audrey W. Romasco submitted her resignation as a member of the Board of Selectmen. She stated that her husband had accepted a new professional position out of state, and that she would soon be moving with the rest of the family to join him. Mrs. Romasco served the Town as a member of the Housing Partnership Committee, as well as a member of the Planning Board, before her service of 5 years on the Board of Selectmen.

In August, the Selectmen came to an agreement with the Selectmen of Georgetown to provide Animal Control Officer Helen Phillips with a town-owned vehicle to enable her to more effectively do her job. The Town of Georgetown provided the vehicle, and the Town of Boxford was to provide the gasoline, as a trial for the first year.

In late August, the Selectmen learned, along with the rest of the Town, of the costs associated with the new Education Reform Act, passed by the Legislature last year. Town Treasurer Alan Benson presented a summary of the law to the Selectmen and representatives of the Finance and School Committees. The Town will be mandated to spend more on education each year for at least the next five years to try and catch up with the State mandated spending level. It should be noted that Boxford is penalized due to the high per capita income in the Town, as well as the increasing enrollment at the elementary level. Mr. Benson is to be thanked for taking time from his own very busy schedule to become familiar with all of the provisions of this complicated law.

In October, faced with increasing delays in the resolution of the water system problems at the Spofford Pond School, the Selectmen appointed the Adhoc Spofford Pond School Water System Advisory Committee, with five members, and two technical advisors (one each from the School Building Committee and the Board of Health). It was hoped that this new Committee could cut to the quick of the delays, and get the water system reviewed as soon as possible. Later in the year, the Selectmen authorized a request for transfer from the Reserve Fund in the amount of \$9,660 to fund a water system study from Haley and Ward, an experienced firm recommended by the Water Advisory Committee. The Finance Committee approved of this transfer, and a detailed analysis of the system was underway.

On October 19, Gerald R. Johnston was elected as a member of the Board to serve out the remainder of the term left by the resignation of Mrs. Romasco. The Selectmen



welcomed Mr. Johnston, who most recently served as a member of the Recreation Committee and the Finance Committee.

A Special Town Meeting was held on November 2 to handle 15 items of business that required attention, including action on several union contracts, as well as funding to renovate the Little Red Schoolhouse into space for the Building Department and the Health Department.

The Board of Assessors has been in trouble for the past few years in that there has been a lack of citizen interest in running for the elected positions. The Selectmen appointed Kenneth Kretsch and Robert Was to serve as members of the Board of Assessors until May of 1994. The Assessors are working on a plan to automate the appraisal process, and to hire a part-time professional assessor to handle the technical workload, making the elected Assessors a policy making board instead.

The rapid pace of development in Town has come to the attention of the Selectmen, who appointed an "Adhoc Committee on Rapid Growth Development" to study the impact of development in town. Representatives of the Board of Health, Conservation Commission, Open Space Committee and four members at large, including a builder, were assigned the task of studying all possible reactions that the Town might take to keep the rural flavor of the Town for many years to come. Their recommendations are to be presented to the Town in some form at the 1994 Annual Town Meeting.

In November, the Town Hall was torn asunder as the long awaited plans to renovate the interior of the building and move several offices to new locations was undertaken. The final plan gives the Assessors, Treasurer/Tax Collector, Town Clerk and Selectmen more room in the existing small town hall building. The cooperation of all officials and employees is to be commended during the highly intrusive building construction activities. We welcome all residents to stop by the Town Hall and see the newly renovated offices. While not a final solution to the space needs of the municipal employees, these changes go a long way to improving the working environment for the employees and public alike.

In late November, the Main Street road project was brought to a successful conclusion by the Department of Public Works. This project involved two land takings, as well as the cooperation of several neighbors in the area of Main Street near the Stiles Pond Road intersection, who worked together to realign and reconstruct what has been one of the most dangerous corners in Boxford for many years. The Town Meeting authorized the land taking in May, and the work proceeded in a steady manner from September through November. A much safer roadway is the end result of much work on many fronts. The Selectmen especially note the hard work shown by Thomas F. Greene, Superintendent of Public Works, as well as "the crew" in making this a smooth job. Individual members of the Board were on site during much of this work, making sure everything went according to plan.

The Selectmen thank all volunteers serving on all committees, commissions and boards for their hard work during the year. The town survives on the strength of its volunteers, working in conjunction with a dedicated paid staff to make sure the Town works to the benefit of all residents of the Town.

Richard W. Ulman, Chairman  
Robert J. Halloran  
Gerald R. Johnston  
BOARD OF SELECTMEN



## TOWN COUNSEL REPORT

### Court Activity:

1. Kirmes v. Town  
Essex Superior Court C.A. 93-193  
(pending)
2. Levy v. Town  
Land Court C.A. 189940  
(pending)
3. Town v. Middlesex Insurance Co.  
Haverhill District Court C.A. 93-0218

Donald J. Scutiere  
Town Counsel

## PERSONNEL BOARD

Our board is composed of resident volunteers appointed by the Board of Selectmen to deal with personnel issues for employees of the Town of Boxford (non-union) that are part of the matrix system. We are pleased to welcome a new member this year – Linda Laderoute of 43 Ipswich Road. Bob Was resigned after two years in compliance with the Personnel Bylaw to accept an appointment to the Board of Assessors.

This year we have reviewed performance appraisals and acted on personnel business of the town within the scope of our bylaws. At the Special Town Meeting of November 2, 1993 we sponsored a warrant article passed by the town that set a deadline “no later than 60 days prior to the annual town meeting” for submission of personnel appraisals to our board.

Our recommendation for FY 1995 is to provide a 2% raise in the matrix. Each employee under the matrix will be evaluated under this new matrix with the opportunity for a one-step raise (2.8%) upon receipt of a satisfactory evaluation.

We have one vacancy on the Board which we are seeking to fill with an individual that has personnel experience.

Charles J. Caperonis, Chairman  
Linda Laderoute  
Julie Phalen  
Mary Wendel

## BOXFORD HOUSING PARTNERSHIP

In 1993 the Town of Boxford received certification of its continued affiliation with the Massachusetts Housing Partnership, thereby making the town eligible for financing and technical assistance programs.

A second lottery for the remaining affordable units of Andrews Farm was held on September 21st. This lottery determined the order in which qualified applicants were offered the opportunity to purchase homes and resale homes as they become available. The only change in policy made this year was that preference was given to households of two or more members. The fifteen affordable units are occupied or under agreement to be occupied by spring. Eight market-rate units of the thirty-one in the complex remain to be built.

On May 10th the Boxford Housing Partnership proposed spending the HOME funds allocated to Boxford under HOME Homeowner Rehabilitation Program. This project might include a replacement roof, septic system repair, lead paint removal, replacement well, exterior painting or multiple smaller repairs to homeowner qualified property. Thomas Hauenstein, Executive Secretary, has been meeting with the North Shore HOME Consortium on the Town's behalf.

The partnership has also been involved with a developer concerning a local initiative program for elderly rental apartments in the East Village.

The sixty condominiums proposed by Woodridge Realty Trust to be built in West Boxford did not materialize when the developer did not pursue his plans.

The first change in this committee's membership came about this fall with Audrey Romasco's resignation from the Board of Selectmen. She had been instrumental in the formation of the committee, was dedicated to bringing affordable housing to Boxford, and her services will be sorely missed.

Enid Thuermer, Chairman

Craig Falk

Jerry Johnston

Louise Kress

Carlyle Thomas

# **TOWN CLERK**

**Town Clerk**

**Report of 1993 Annual Town Meeting**

**Report of 1993 Special Town Meetings**

**Report of 1993 Elections**

**Record of Births**

**Record of Marriages**

**Record of Deaths**

**Licenses and Permits**

## TOWN CLERK

The Town Clerk thanks all who helped throughout this past year with the Town Meetings, Town Elections and Census.

The first year for census by-mail worked very well. I commend those residents who returned their census forms and licensed their dog/dogs on time. Because of the great response we have licensed more dogs in the first month of the new year than in previous years. That makes "Frisky" happy.

Last, but not least, the relocation of the Town Clerk's office is complete and we look forward to serve all in "1994".



Patricia A. Shields  
Town Clerk



**SPECIAL TOWN MEETING**  
**May 11, 1993**

Voters of the Town of Boxford met at the Masconomet Regional High School on Tuesday, May 11, 1993. Moderator DeWitt T. Minich called the Special Town Meeting to order at 7:32 p.m. The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$100,000 to fund the repair and maintenance of various roads in the Town, said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote to amend the article to read as follows: "To see if the Town will transfer from free cash the sum of \$110,000 to fund the repair and maintenance and the traffic lane pavement marking of various roads in the Town, said funds to be spent under the direction of the Board of Selectmen."

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer from free cash the sum of \$110,000 to fund the repair and maintenance and the travel lane pavement markings of various roads in the Town, said funds to be spent under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 2.** To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$10,000 to fund an omnibus Town building maintenance account, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from free cash the sum of \$10,000 to fund an omnibus Town building maintenance account, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

**ARTICLE 3.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$75,000 to replenish the Fiscal Year 1993 Finance Committee Reserve Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from free cash the sum of \$75,000 to replenish the Fiscal Year 1993 Finance Committee Reserve Fund.

The Finance Committee recommended adoption of this article.

**ARTICLE 4.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$15,000 to additionally fund the FY 1993 DPW "All Other" budget for the purpose of purchasing road resurfacing materials; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from free cash the sum of \$15,000 to additionally fund the FY 1993 DPW

“All Other” budget for the purpose of purchasing road resurfacing materials; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this article.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to adjourn the Special Town Meeting at 7:50 p.m.

Registered voters attending the meeting were 75. Counters and checkers for the meeting were appointed by Town Clerk Patricia Shields.

A true record.

ATTEST:

Patricia Shields  
Town Clerk

TRANSFERS:	
Article 1	\$110,000
Article 2	10,000
Article 3	75,000
Article 4	<u>15,000</u>
TOTAL TO BE TRANSFERRED	\$ 210,000

**ANNUAL TOWN MEETING**  
**May 11, 1993**

Voters of the Town of Boxford met at the Masconomet Regional High School Auditorium on Tuesday, May 11, 1993. Moderator DeWitt T. Minich called the Annual Town Meeting to order at 8:01 p.m. A resolution was VOTED, by unanimous voice vote, honoring retiring Health Agent John Romanski for twenty-five years of dedicated service to the Town. The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To hear and accept the reports of the Town Officers and Committees.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to accept and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed.

**ARTICLE 2.** To see if the Town will vote to set the annual curbside solid waste collection fee at \$0.70 per 32 gallon bag or container (each use), said fee to fund the town wide curbside collection service and related expenses for Fiscal Year 1994; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to set the annual curbside solid waste collection fee at \$0.70 per 32 gallon bag or container (each use), said fee to fund the town wide curbside collection service and related expenses for Fiscal Year 1994.

The Finance Committee recommended adoption of this Article

**ARTICLE 3.** To see if the Town will vote to raise and appropriate or transfer from available funds the following sums to fund the Roadside Collection Solid Waste and Recycling Enterprise Fund for Fiscal Year 1994, to be expended under the direction of the Board of Health:

Expenses, Contract:	\$92,345
Expenses, sticker printing:	3,000
Expenses, Education/mailing:	<u>1,100</u>
<b>TOTAL</b>	<b>\$96,445</b>

and that \$96,445 be raised from the Roadside solid Waste Collection fee receipts and deposited in the Enterprise fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise from the Roadside Collection fee receipts the sum of \$96,445 and deposit this amount in the Enterprise fund to fund the Roadside Collection Solid Waste and Recycling Enterprise Fund for Fiscal Year 1994, to be expended under the direction of the Board of Health.

The Finance Committee recommended adoption of this Article

**ARTICLE 4.** To see if the Town will authorize the establishment of a Recycling Revolving Account as authorized by Chapter 44, Section 53E $\frac{1}{2}$  of the Massachusetts General Laws, said account to be under the direction of the Board of Health and used for the deposit of receipts and fees collected on recyclable materials; said recyclable materials to be determined by a joint vote of the Board of Health and Recycling Committee and to be in compliance with all State health regulations; and, further, to

allow the Board of Health, or the Recycling Committee with the approval of the Board of Health, to expend funds not to exceed \$60,000 for Fiscal Year 1994 from said account for the operation and maintenance of the Town Recycling Center; said authorization to be contingent upon the creation of specific recycling fees by the Board of Health for construction and demolition materials, tires and other materials banned from disposal in the landfill; and contingent upon an annual report from the Board of Health to the Town on the total receipts and expenditures of the Account each fiscal year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the establishment of a Recycling Revolving Account as authorized by Chapter 44, Section 53E 1/2 of the Massachusetts General Laws, said account to be under the direction of the Board of Health and used for the deposit of receipts and fees collected on recyclable materials; said recyclable materials to be determined by a joint vote of the Board of Health and Recycling Committee and to be in compliance with all State health regulations; and, further, to allow the Board of Health, or the Recycling Committee with the approval of the Board of Health, to expend funds not to exceed \$60,000 for Fiscal Year 1994 from said account for the operation and maintenance of the Town Recycling Center; said authorization to be contingent upon the creation of specific recycling fees by the Board of Health for construction and demolition materials, tires and other materials banned from disposal in the landfill; and contingent upon an annual report from the Board of Health to the Town on the total receipts and expenditures of the Account each fiscal year.

The Finance Committee recommended adoption of this Article.

**ARTICLE 5.** To see if the Town will vote to amend various portions of Article 5 of its bylaws, known as the Personnel Bylaw, by amending Section 9, "Position Classes: Salary, Wages and Pay Matrix" and replacing it with the Classification and Pay Matrix as submitted by the Personnel Board as printed in this warrant; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend various portions of Article 5 of its bylaws, known as the Personnel Bylaw, by amending Section 9, "Position Classes: Salary, Wages and Pay Matrix" and replacing it with the Classification and Pay Matrix as submitted by the Personnel Board as printed in this warrant.

The Finance Committee recommended adoption of this Article.

**ARTICLE 6.** To see if the Town will vote to accept the provisions of Chapter 399 of the Acts and Resolves of 1992, and provide for an early retirement incentive program for certain employees of the Town, provided that said section is also accepted by the Board of Selectmen as required by said Chapter; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to accept the provisions of Chapter 399 of the Acts and Resolves of 1992, and provide for an early retirement incentive program for certain employees of the Town, provided that said section is also accepted by the Board of Selectmen as required by said Chapter.

The Finance Committee recommended adoption of this Article.



**ARTICLE 7.** To see if the Town will vote to appropriate from the Wetlands Protection Act fees collected, the sum of \$4,354.50, to additionally fund the Planning Board/ Conservation Commission Office operating budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to appropriate from the Wetlands Protection Act fees collected, the sum of \$4,354.50, to additionally fund the Planning Board/ Conservation Commission Office operating budget.

The Finance Committee recommended adoption of this Article.

**ARTICLE 8.** To act on the proposed budget and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for fiscal year 1994, to wit: General Government, Finance, Public Safety, Education, Town Maintenance and all other necessary proper expenses during said fiscal year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the Board of Health budget from \$78,918 to \$90,918, making a total of \$302,006 for the total General Government.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$302,006 for General Government.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$223,094 for Finance.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to increase the Police Salary account from \$487,718 to \$490,718, making a total of \$551,366 for the total Police budget.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to increase the Fire Department total budget from \$117,885 to \$119,080.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$922,647 for Public Safety.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to decrease the North Shore Vocational budget from \$37,223 to \$34,492.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$5,310,980 for Education.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$405,405 for Town Maintenance.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$47,225 for Inspectors.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$555,729 for Insurance and Pension.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$7,767,086 for the use of several departments for fiscal year 1994, to wit: General Government, Finance, Public Safety, Education, Town Maintenance and all other necessary proper expenses during said fiscal year.

The Finance Committee recommended adoption of this Article.



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NOTE: At this time, we anticipate that Article 9 will be offered by the Finance Committee and the Board of Selectmen as a “contingent appropriation.” This means that although the appropriation could be approved at the Annual Town Meeting, that appropriation would be *fully contingent upon successful* passage of a Proposition 2 1/2 override ballot question. Should the override question fail, the appropriation would be rendered null and void.

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**ARTICLE 9.** To see if the Town will vote to raise and appropriate, the sum of \$96,964 to additionally fund the fiscal year 1994 Elementary School budget; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$96,964 to additionally fund the fiscal year 1994 Elementary School budget, contingent upon the successful passage of the related override ballot question.

The Finance Committee recommended adoption of this Article contingent upon passage of the related override question.

**ARTICLE 10.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the purpose of funding the engineering costs associated with the reconstruction and rehabilitation of the Stiles Pond Dam, said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from the Stabilization Fund the sum of \$25,100 for the purpose of funding the engineering costs associated with the reconstruction and rehabilitation of the Stiles Pond Dam, said funds to be spent under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

**ARTICLE 11.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the purpose of funding the reconstruction and rehabilitation of the Stiles Pond Dam, said funds to be spent under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 160 in favor and 11 opposed, to transfer from the Stabilization Fund the sum of \$57,200 for the purpose of funding the reconstruction and rehabilitation of the Stiles Pond Dam, said funds to be spent under the direction of the Board of Selectmen.

**ARTICLE 12.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund the interior renovations necessary to relocate several offices within the Town Hall; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$10,000 to fund the interior renovations necessary to relocate several offices within the Town Hall; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

**ARTICLE 13.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$1500 for the purpose of participation in the Help for Abused Women and their Children (HAWC) program; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$1500 for the purpose of participation in the Help for Abused Women and their Children (HAWC) program; said funds to be expended under the direction of the Board of Selectmen.

An amendment to reduce the sum to \$1000 was defeated by majority voice vote.

The Finance Committee recommended adoption of this Article.

**ARTICLE 14.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$12,904 for the support of the Tri-Town Council on Youth and Family Services, Inc.; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous vote, to raise and appropriate the sum of \$12,904 for the support of the Tri-Town Council on Youth and Family Services, Inc.; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

**ARTICLE 15.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$50,000 to fund costs associated with engineering services for a final capping plan for the Boxford Sanitary Landfill; said funds to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to pass over Article 15.

**ARTICLE 16.** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow through notes or bond, the sum of \$750,000 for costs estimated for closure of the Boxford Sanitary Landfill; said funds to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 149 in favor and 5 opposed, to appropriate the sum of \$750,000 for costs estimated for closure of the Boxford Sanitary Landfill, and that to raise this appropriation, the Treasurer with the approval of the Selectmen, is authorized to borrow this amount under and pursuant to Massachusetts General Laws Chapter 44, Section 8, Paragraph 24, as amended, or any other enabling authority, and to issue bonds or notes of the Town therefor, said funds to be expended under the direction of the Board of Health.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to adjourn the meeting at 10:47 p.m. to a time certain, Wednesday, May 12, at 7:30 p.m. in the Masconomet Regional High School auditorium.

Registered voters attending the meeting were 248.

**ADJOURNED ANNUAL TOWN MEETING**  
**May 12, 1993**

Moderator DeWitt T. Minich called the second session of the Boxford Annual Town Meeting to order at 7:32 p.m.

Following a tribute to Police Chief Douglas A. Warren, who is retiring after twenty-seven years of service to the Town, the articles of the warrant were disposed of as follows:

**ARTICLE 17.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$10,000 to fund costs associated with drilling one to two exploratory wells on the 280 acre Town-owned parcel of land off Herrick and Ipswich Roads commonly known as "Wildcat" and testing the quality of the water from these wells, as a potential water source for the Town; said funds to be expended under the direction of the Board of Health; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend the article to "transfer from the Stabilization Fund."

Upon motion made and duly seconded, it was VOTED, by hand count vote, 86 in favor and 12 opposed, to transfer from the Stabilization Fund the sum of \$10,000 to fund costs associated with drilling one to two exploratory wells on the 280 acre Town-owned parcel of land off Herrick and Ipswich Roads commonly known as "Wildcat" and testing the quality of the water from these wells, as a potential water source for the Town; said exploratory well sites to be chosen by and agreed upon by the Board of Health and Conservation Commission, and approved as required by appropriate State agencies; said funds to be expended under the direction of the Board of Health.

The Finance Committee did not recommend this Article.

**ARTICLE 18.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase and equip two police cruisers, and to authorize the Board of Selectmen to trade or dispose of the existing vehicles in any manner which they deem advisable, said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$30,000 to purchase and equip two police cruisers, and to authorize the Board of Selectmen to trade or dispose of the existing vehicles in any manner which they deem advisable, said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

**ARTICLE 19.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$1200 to authorize the Board of Selectmen to purchase, or take by eminent domain, a portion of the parcel of land owned by the heirs of Carol Tyson, 17 Timber Lane, Hampstead, NH, shown as Parcel B on the plan of land in Boxford, MA, prepared for the Town of Boxford by Thomas E. Neve Associates, Inc., said parcel containing 6211 square feet, more or less, according to said plan, in order to lessen the curve in the road opposite 363 Main Street and the entrance to Stiles Pond Road, said plan filed with the Town Clerk in April, 1993; or take any other action thereon.



The Moderator allowed a five-minute recess at 8:11 p.m. The meeting was recalled to order at 8:15 p.m.

Upon motion made and duly seconded, a secondary amendment to the Article was proposed and VOTED, by hand count vote, 58 in favor and 45 opposed, to include the wording, "no work on Main Street, bounded by Maple Avenue and Maple Avenue, to commence until sixty (60) days have elapsed or until further negotiations have been completed to acquire the land of Tyson, whichever comes first."

Upon motion made and duly seconded, it was VOTED, by hand count vote, 79 in favor and 22 opposed, to amend the Article.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 100 in favor and 12 opposed, to transfer from the Stabilization Fund the sum of \$1200 to authorize the Board of Selectmen to purchase, or take by eminent domain, a portion of the parcel of land owned by the heirs of Carol Tyson, 17 Timber Lane, Hampstead, NH, shown as Parcel B on the plan of land in Boxford, MA, prepared for the Town of Boxford by Thomas E. Neve Associates, Inc., said parcel containing 6211 square feet, more or less, according to said plan, in order to lessen the curve in the road opposite 363 Main Street and the entrance to Stiles Pond Road, said plan filed with the Town Clerk in April, 1993; no work on Main Street, bounded by Maple Avenue and Maple Avenue, to commence until sixty (60) days have elapsed or until further negotiations have been completed to acquire the land of Tyson, whichever comes first.

The Finance Committee recommended adoption of this Article.

**ARTICLE 20.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$1500 to authorize the Board of Selectmen to purchase, or take by eminent domain, a portion of the parcel of land owned by Maureen T. Shiepe, 378 Main Street, Boxford, MA, shown as Parcel C on the plan of land in Boxford, MA, prepared for the Town of Boxford by Thomas E. Neve Associates, Inc., said parcel containing 276 square feet, more or less, according to said plan, in order to lessen the curve in the road opposite 363 Main Street and the entrance to Stiles Pond Road, said plan filed with the Town Clerk in April, 1993; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by hand count vote, 112 in favor and 3 opposed, to transfer from the Stabilization Fund the sum of \$1500 to authorize the Board of Selectmen to purchase, or take by eminent domain, a portion of the parcel of land owned by Maureen T. Shiepe, 378 Main Street, Boxford, MA, shown as Parcel C on the plan of land in Boxford, MA, prepared for the Town of Boxford by Thomas E. Neve Associates, Inc., said parcel containing 276 square feet, more or less, according to said plan, in order to lessen the curve in the road opposite 363 Main Street and the entrance to Stiles Pond Road, said plan filed with the Town Clerk in April, 1993.

The Finance Committee recommended adoption of this Article.

**ARTICLE 21.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$6500 to fund payments to the Selectmen for their service to the Town as follows: Chairman of the Board: \$2500 per year; member of the Board: \$2000 per year; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to defeat Article 21.

The Finance Committee did not recommend this Article.

**ARTICLE 22.** To see if the Town will vote to amend Article 3, Section 3-3-1 of its General Bylaws by replacing it with the following section, to be effective July 1, 1993:

Section 3, Finance Committee

3-3-1 A Finance Committee of seven members shall be appointed by the Town Moderator for three years overlapping terms of office; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to defeat Article 22.

An amendment to the Article was defeated by unanimous voice vote.

**ARTICLE 23.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$10,800 for the purchase of 1500 feet of 5" Large Diameter hose, portable hydrant, and adapters for the Fire Department; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$10,800 for the purchase of 1500 feet of 5" Large Diameter hose, portable hydrant, and adapters for the Fire Department; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

**ARTICLE 24.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$8,500 to fund rust repairs on Fire Department Engines # 1, 2, 4, and 5; said funds to be expended under the direction of the Board of Selectmen; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$8,500 to fund rust repairs on Fire Department Engines #1, 2, 4, and 5; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.

**ARTICLE 25.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to purchase a parcel of land (or accept as a gift) contiguous to the Boxford Village Library, said funds to be expended under the direction of the Board of Trustees of the Boxford Town Libraries; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from the Stabilization fund the sum of \$4,000 to purchase from Charles L. and Mabel B. Cotton, Shore Road, Medomak, Maine, a parcel of land consisting of 48,064 square feet, shown on Assessor's Map 29, Block 2, lot 4; which is contiguous to the Boxford Village Library; said funds to be expended under the direction of the Board of Selectmen.

The Finance Committee recommended adoption of this Article.



**ARTICLE 26.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$100,000 to be added to the Conservation Fund, said funds to be expended under the direction of the Conservation Commission, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$100,000 to be added to the Conservation Fund, said funds to be expended under the direction of the Conservation Commission.

An amendment to reduce the appropriation to \$30,000 was defeated by hand count vote, 51 in favor and 53 opposed.

**ARTICLE 27.** To see if the Town will amend its bylaws and increase certain fees charged by the Town Clerk as detailed in Section 2-6-5 as follows, to be effective July 1, 1993:

- 1) for furnishing certificates of birth, death and marriage from \$3.00 to \$5.00
- 2) for copying any manuscript or record pertaining to birth, death or marriage from \$3.00 to \$5.00;
- 3) for entering notice of intention of marriage and issuing certificates thereof from \$10.00 to \$15.00;
- 4) for entering certificate of marriage filed by persons married out of the Commonwealth from \$3.00 to \$5.00;
- 5) for filing certificate of a person conducting business under any title other than his real name from \$10.00 to \$40.00;
- 6) for furnishing certified copy of certificate of person conducting business under any title other than his real name or a statement by such person of his discontinuance, retirement or withdrawal from such business from \$3.00 to \$5.00;
- 7) for recording order granting locations of poles, piers, abutments or conduits, alterations or transfers thereof, and increase in number of wires and cables or attachments under the provisions of Section 22 of Chapter 166 from \$25.00 to \$40.00; or to take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the General Bylaws of the Town of Boxford to increase certain fees charged by the Town Clerk as detailed in Section 2-6-5 as follows, to be effective July 1, 1993:

- 1) for furnishing certificates of birth, death and marriage from \$3.00 to \$5.00;
- 2) for copying any manuscript or record pertaining to birth, death or marriage from \$3.00 to \$5.00;
- 3) for entering notice of intention of marriage and issuing certificates thereof from \$10.00 to \$15.00;
- 4) for entering certificate of marriage filed by persons married out of the Commonwealth from \$3.00 to \$5.00;
- 5) for filing certificate of a person conducting business under any title other than his real name from \$10.00 to \$40.00;
- 6) for furnishing certified copy of certificate of person conducting business under any title other than his real name or a statement by such person of his discontinuance, retirement or withdrawal from such business from \$3.00 to \$5.00;
- 7) for recording order granting locations of poles, piers, abutments or conduits, alterations or transfers thereof, and increase in number of wires and cables or attachments under the provisions of Section 22 of Chapter 166 from \$25.00 to \$40.00.

An amendment to 5) above was defeated by a majority voice

The Finance Committee recommended adoption of this Article

**ARTICLE 28.** To see if the Town will amend its General Bylaws regarding the licensing of dogs as follows:

A) To increase the age from 3 to 6 months after which a dog must be licensed by amending Section 8-4-6 paragraph one to read as follows:

“8-4-6 Any owner or keeper of a dog six months of age or older in the Town of Boxford shall cause that dog to be licensed as required by Massachusetts General Laws, Chapter 140 within the stipulated time.”; and

B) To delete the fee for a kennel license for four or five dogs, leaving the designation of a kennel to be more than five dogs by, amending the section on fees: Section 8-4-8 paragraph three to read as follows:

“For kennels, if more than five, but not more than nine are kept in said kennel, seventy-five dollars (\$75.00); if ten or more dogs are kept in said kennel, one hundred dollars (\$100.00).”;

C) To change the period during which dogs are to be re-licensed each year to the month of January; to increase the late fees for license applications received after January 31st each year; and to dogs new to town to be licensed within 31 days, by amending Section 8-4-6 paragraphs four and five to read as follows:

“Should any owner or keeper of a dog fail to license that dog before January 31st, that owner or keeper shall pay a late fee of fifteen dollars (\$15.00) before obtaining said license, excepting a dog brought into the Town as provided in Section 138 of Chapter 140 M.G.L.A., this late fee shall be applicable from the 31st day after arrival of such dog.

Any person maintaining a kennel in the Town of Boxford, who fails to license as prescribed by this section and the laws of the Commonwealth before January 31st, shall pay a late fee of thirty dollars (\$30.00); or take any other action thereon.”

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the Bylaws of the Town of Boxford regarding the licensing of dogs as follows:

A) To increase the age from 3 to 6 months after which a dog must be licensed by amending Section 8-4-6 paragraph one to read as follows:

“8-4-6 Any owner or keeper of a dog six months of age or older in the Town of Boxford shall cause that dog to be licensed as required by Massachusetts General Laws, Chapter 140 within the stipulated time.”; and

B) To delete the fee for a kennel license for four or five dogs, leaving the designation of a kennel to be more than five dogs by, amending the section on fees: Section 8-4-8 paragraph three to read as follows:

“For kennels, if more than five, but not more than nine are kept in said kennel, seventy-five dollars (\$75.00); if ten or more dogs are kept in said kennel, one hundred dollars (\$100.00).”;

C) To change the period during which dogs are to be re-licensed each year to the month of January; to increase the late fees for license applications received after January 31st each year; and to dogs new to town to be licensed within 31 days, by amending Section 8-4-6 paragraphs four and five to read as follows:

“Should any owner or keeper of a dog fail to license that dog before January 31st, that owner or keeper shall pay a late fee of fifteen dollars (\$15.00) before obtaining said license, excepting a dog brought into the Town as provided in Section 138 of Chapter 140 M.G.L.A., this late fee shall be applicable from the 31st day after arrival of such dog.”

Any person maintaining a kennel in the Town of Boxford, who fails to license as prescribed by this section and the laws of the Commonwealth before January 31st, shall pay a late fee of thirty dollars (\$30.00).

**ARTICLE 29.** To see if the Town will vote to sell a parcel of Town-owned land off of Mill Road, consisting of 1394 Square Feet, identified on a plan of land prepared by Thomas E. Neve Associates, Inc., 447 Old Boston Road, Topsfield, MA, dated 3/26/93, a copy of which is on file with the Town Clerk; or take any other action thereon .

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to sell to Kosuke and Cheryl Iwamoto, of 27 Mill Road, Boxford, for the price of \$2,000, a parcel of Town-owned land off of Mill Road, consisting of 1394 Square Feet, identified on a plan of land prepared by Thomas E. Neve Associates, Inc., 447 Old Boston Road, Topsfield, MA, dated 3/26/93, a copy of which is on file with the Town Clerk.

The Finance Committee recommended adoption of this Article.

**ARTICLE 30.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$100,000 to the Finance Committee Reserve Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from Article 13 of the May 10, 1988 Annual Town Meeting the sum of \$50.00; from Article 18 of the May 10, 1988 Annual Town Meeting the sum of \$360.17; from Article 7 of the May 9, 1989 Annual Town Meeting the sum of \$18.63; from Article 17 of the May 9, 1989 Annual Town Meeting the sum of \$421.89; from Article 26 of the May 9, 1989 Annual Town Meeting the sum of \$400.00; from Article 9 of the May 8, 1990 Annual Town Meeting \$144.88; from Article 1 of the May 22, 1991 Annual Town Meeting the sum of \$5.44; from Article 19 of the May 22, 1991 Annual Town Meeting the sum of \$33.20; from Article 19 of the May 22, 1991 Annual Town Meeting the sum of \$113.91; from Article 31 of the May 22, 1991 Annual Town Meeting the sum of \$240.00; from Article 37 of the May 22, 1991 Annual Town Meeting the sum of \$18.20; from Article 4 of the Special Town Meeting of December 8, 1992, the sum of \$251.30; from Article 5 of the Special Town Meeting of December 8, 1992 the sum of \$832.88; from article 21 of the May 12, 1992 Annual Town Meeting the sum of \$163.00; for a total of \$3,053.50; to raise and appropriate the sum of \$36,047.00; and to transfer from free cash the sum of \$60,900.00; for the sum of \$100,000.50 to the Finance Committee Reserve Fund.

The Finance Committee recommended adoption of this Article.



**ARTICLE 31.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$9,317 to the Town Insurance Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to transfer from free cash the sum of \$9,317 to the Town Insurance Fund.

The Finance Committee recommended adoption of this Article.

**ARTICLE 32.** To see if the Town will vote to appropriate the sum of \$162,849 for highway maintenance and construction in anticipation of state aid allotment, said monies predicated on state reimbursement of the following; or take any other action thereon.

Chapter 33, Acts of 1991, \$162,849

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to appropriate the sum of \$162,849 for highway maintenance and construction in anticipation of state aid allotment, said monies predicated on state reimbursement of the following: Chapter 33, Acts of 1991, \$162,849.

The Finance Committee recommended adoption of this Article.

**ARTICLE 33.** To see if the Town will vote to amend the General Bylaws by adding the following new section:

8-4-13 *Loose or truant livestock*

Loose or truant domestic livestock, exclusive of dogs and cats, including, but not limited to, horses, ponies, cattle, sheep, goats, pigs, llamas, and so on, shall be limited to two “loose animal” response calls by Animal Control and/or Police Department personnel in any six month period for each dwelling, stable or livestock business location occurrence. The owner of the dwelling, stable or livestock business shall be assessed a penalty of \$25.00 (twenty-five) for each additional “loose animal” response call during any six month period; such penalty to be paid to the Town of Boxford; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the General Bylaws of the Town of Boxford by adding the following new section:

8-4-13 *Loose or truant livestock*

Loose or truant domestic livestock, exclusive of dogs and cats, including, but not limited to, horses, ponies, cattle, sheep, goats, pigs, llamas, and so on, shall be limited to two “loose animal” response calls by Animal Control and/or Police Department personnel in any six month period for each dwelling, stable or livestock business location occurrence. The owner of the dwelling, stable or livestock business shall be assessed a penalty of \$25.00 (twenty-five) for the third animal call in the calendar year, which constitutes the first violation; and \$50.00 (fifty) for each subsequent violation in the calendar year; such penalty to be paid to the Town of Boxford, and enforced through a non-criminal disposition, pursuant to Massachusetts General Laws, Chapter 40, Section 21 (d) as amended.

The Finance Committee recommended adoption of this Article

**ARTICLE 34.** To see if the Town will instruct its representative to the General Court to support legislation filed by the Massachusetts Municipal Association that would establish in state law a Local Roads Fund in order to ensure a fair and predictable share of state gas tax collections for distribution to cities and towns for use on local roads; or take any other action thereon.

Upon motion made and duly seconded it was VOTED, by unanimous voice vote, to recommend that the Board of Selectmen instruct our representatives to the General Court to support legislation filed by the Massachusetts Municipal Association that would establish in state law a Local Roads Fund in order to ensure a fair and predictable share of state gas tax collections for distribution to cities and towns for use on local roads.

The Finance Committee recommended adoption of this Article.

**ARTICLE 35.** To see if the Town will instruct its representatives to the General Court to support an amendment to the Fiscal Year 1994 state budget to guarantee that cities and towns receive the full growth in lottery revenues; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to recommend that the Board of Selectmen instruct our representatives to the General Court to support an amendment to the Fiscal Year 1994 state budget to guarantee that cities and towns receive the full growth in lottery revenues.

The Finance Committee recommended adoption of this Article.

**ARTICLE 36.** To transact any other business that may legally come before said meeting.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote to dissolve this Annual Town Meeting at 10:25 p.m.

Registered voters attending the meeting were 127. Counters and checkers for the meeting were appointed by Assistant Town Clerk Patricia Shields.

A true record.

ATTEST:

Patricia Shields  
Town Clerk

**TRANSFERS:**

Article 10	\$ 25,100.00
Article 11	57,200.00
Article 17	10, 000.00
Article 19	1,200.00
Article 20	1,500.00
Article 25	4,000.00
Article 30	63,953.50
Article 31	<u>9,317.00</u>
<b>TOTAL TO BE TRANSFERRED:</b>	<b>\$172,270.50</b>



**RAISE AND APPROPRIATE:**

Article 8	\$ 7,767,086.00
Article 9	96,964.00
Article 12	10, 000.00
Article 13	1,500.00
Article 14	12,904.00
Article 18	30,000.00
Article 23	10,800.00
Article 24	8,500.00
Article 26	100, 000.00
Article 30	<u>36,047.00</u>

**TOTAL TO BE RAISED**

**AND APPROPRIATED:** \$ 8,073,801.00

**APPROPRIATIONS:**

Article 3	\$ 96,445.00
Article 7	4,354.50
Article 16	750,00.00
Article 32	<u>162,849.00</u>

**TOTAL TO BE APPROPRIATED:** \$1,013,648.50

## SPECIAL TOWN MEETING

July 13, 1993

The voters of the Town of Boxford met at the Spofford Pond School on Tuesday, July 13, 1993. Moderator DeWitt T. Minich called the meeting to order at 7:32 p.m. The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to amend the following Town budgets for FY 1994 to fund increases as shown; or take any other action thereon:

Board of Selectmen	\$ 1,796.00
Police Salary	23,248.00
Communications Salary	5,587.00
DPW Salary	<u>5,386.00</u>
TOTAL	\$36,017.00

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend the article as follows: "To raise and appropriate the sum of \$1,796.00 to amend the Board of Selectmen budget for FY 1994, to fund a collective bargaining agreement."

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$1,796.00 to amend the Board of Selectmen budget for FY 1994, to fund a collective bargaining agreement.

**ARTICLE 2.** To see if the Town will vote to amend Article 8 of the Warrant of the December 8, 1992 Special Town Meeting to include office furniture at no additional cost; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Article 8 of the Warrant of the December 8, 1992 Town Meeting to include office furniture at no additional cost.

**ARTICLE 3.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$14,000 to be added to the Unemployment Fund; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to transfer to the Unemployment Fund the sum of \$14,000 from funds originally budgeted in the FY 92 Landfill Operations Budget, under Article 4 of the May 14, 1991 Annual Town Meeting.

**ARTICLE 4.** To see if the Town will vote to accept Section 83 of Chapter 71 of the Acts and Resolves of 1993, in order to provide for an early retirement incentive program for certain qualified teachers in the Boxford Elementary school system, provided that said section is also accepted by the School Committee and the Board of Selectmen as required by said Section; or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to accept Section 83 of Chapter 71 of the Acts and Resolves of 1993, in order to provide for an early retirement incentive program for certain qualified teachers in the Boxford Elementary school system, provided that said section is also accepted by the School Committee and the Board of Selectmen as required by said Section.

**ARTICLE 5.** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund contractual retirement obligations and a portion of the Town's share of the Early Retirement Incentive program for certain qualified teachers in the Boxford Elementary School system, or take any other action thereon.

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$6,500 to be added to the Health Insurance Line Item of the town budget for FY 1994 to fund the Town's costs related to the Retirement Health Care Benefit pursuant to the adoption of the Early Retirement Incentive program for certain qualified teachers in the Boxford Elementary School system.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to adjourn this Special Town Meeting at 7:58 p.m.

Registered voters attending this meeting were 109. Counters and checkers for the meeting were appointed by Assistant Town Clerk William P. O'Brien.

A true record.

ATTEST:	William P. O'Brien Assistant Town Clerk
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TRANSFERS:	
Article 3	<u>\$14,000.00</u>
Total to be Transferred	\$14,000.00

RAISE AND APPROPRIATE:	
Article 1	\$ 1,796.00
Article 5	<u>6,500.00</u>
Total to be Raised and Appropriated	\$ 8,296.00

# **SPECIAL TOWN MEETING**

**November 2, 1993**

The voters of the Town of Boxford met at Spofford Pond Elementary School on Tuesday, November 2, 1993. Moderator DeWitt T. Minich called the meeting to order at 7:29 p.m. The articles of the warrant were disposed of as follows:

**ARTICLE 1.** To see if the Town will authorize the Board of Selectmen to grant an easement to the New England Telephone Company, in consideration of \$10,000, for a manhole with an above-ground distribution cabinet, together with the appurtenant facilities, on Town-owned property to the rear of the East Fire Station. Copies of the proposed easement and plan are on file with the Town Clerk, or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to authorize the Board of Selectmen to grant an easement to the New England Telephone Company, in consideration of \$10,000, for a manhole with an above-ground distribution cabinet, together with the appurtenant facilities, on Town-owned property to the rear of the East Fire Station. Copies of the proposed easement and plan are on file with the Town Clerk.

**ARTICLE 2.** To see if the Town will vote to amend Article 14 of the Warrant of the December 8, 1992 Special Town Meeting to include new vehicle bay doors for the East Fire Station at no additional cost; or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend Article 14 of the Warrant of the December 8, 1992 Special Town Meeting to include new vehicle bay doors for the East Fire Station at no additional cost.

**ARTICLE 3.** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund the 1993-1994 collective bargaining agreement between the Town of Boxford and the Boxford Police Benevolent Association, or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$21,839 to fund the 1993-1994 collective bargaining agreement between the Town of Boxford and the Boxford Police Benevolent Association.

**ARTICLE 4.** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund the 1993-1994 collective bargaining agreement between the Town of Boxford and the Boxford Communications Dispatchers and Police Secretary Employees Association, or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$5,587 to fund the 1993-1994 collective bargaining agreement between the Town of Boxford and the Boxford Communications Dispatchers and Police Secretary Employees Association.



**ARTICLE 5.** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund the 1993-1994 collective bargaining agreement between the Town of Boxford and the Boxford Police Reserve Association, or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$1,409 to fund the 1993-1994 collective bargaining agreement between the Town of Boxford and the Boxford Police Reserve Association.

**ARTICLE 6.** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund the 1993-1994 collective bargaining agreement between the Town of Boxford and the American Federation of State, County and Municipal Employees, AFL-CIO, State Council 93, Local 939, Boxford Public Works Employees Association, or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$5,906 to fund the 1993-1994 collective bargaining agreement between the Town of Boxford and the American Federation of State, County and Municipal Employees, AFL-CIO, State Council 93, Local 939, Boxford Public Works Employees Association.

**ARTICLE 7.** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund the renovations to the Little Red School House, at 21 Main Street, to create municipal office space for the Inspectional Services and the Health department, or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by hand count vote, 70 in favor and 58 opposed, to raise and appropriate the sum of \$15,000 to fund the renovations to the Little Red School House, at 21 Main Street, to create municipal office space for the Inspectional Services and the Health department, said funds to be spent under the direction of the Board of Selectmen.

**ARTICLE 8.** To see if the Town will vote to amend the FY 1994 budget of the Town by removing the line item entitled "Purchase of Services - Landfill" from the budget of the Department of Public Works, reducing the total DPW budget by \$528.00, and add this line item to the budget of the Board of Health, increasing their budget by \$528.00, or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to amend the FY 1994 budget of the Town by removing the line item entitled "Purchase of Services - Landfill" from the budget of the Department of Public Works, reducing the total DPW budget by \$528.00, and add this line item to the budget of the Board of Health, increasing their budget by \$528.00.

**ARTICLE 9.** To see if the Town will vote to authorize the Board of Selectmen to take by eminent domain a portion of the land of Robert P. and Barbara J. Grant of 363 Main Street for the purposes of widening a portion of Stiles Pond Road. Said taking to contain approximately 1200 square feet, more or less, as shown on a plan on file with the Town Clerk; no damages are to be awarded; or take any other action thereon.



Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by hand count vote, 105 in favor and 3 opposed, to authorize the Board of Selectmen to take by eminent domain a portion of the land of Robert P. and Barbara J. Grant of 363 Main Street for the purposes of widening a portion of Stiles Pond Road. Said taking to contain approximately 1095 square feet, more or less, as shown on a plan entitled "Taking Plan, Boxford, MA, Prepared for the Town of Boxford, Scale 1" = 20', November 2, 1993, Surveyors: Donohoe and Parkhurst, Inc.," no damages are to be awarded.

**ARTICLE 10.** To see if the Town will vote to amend Article 5, of the General bylaws (Personnel Bylaw) as follows:

Section 5-5-7 Salary Adjustments

Add to section (a):

"The failure to submit an evaluation of an employee by a department head, supervisor or elected official to the Personnel Board may result in an employee not receiving an increase in compensation, if warranted, for the following fiscal year."

Add the underlined sections as shown below, to section (b):

"The results of the evaluations shall be submitted to the Board no later than sixty days prior to the Annual Town Meeting. The final determination for wage adjustments by the Board shall be submitted to the Finance Committee no later than forty-five days prior to the Annual Town Meeting. In no case shall the compensation of any employee be raised above the maximum for their grade"; or take any other action thereon.

Sponsored by the Personnel Board

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to amend Article 5, of the General bylaws (Personnel Bylaw) as follows:

Section 5-5-7 Salary Adjustments

Add to section (a):

"The failure to submit an evaluation of an employee by a department head, supervisor or elected official to the Personnel Board may result in an employee not receiving an increase in compensation, if warranted, for the following fiscal year."

Add the underlined sections as shown below, to section (b):

"The results of the evaluations shall be submitted to the Board no later than sixty days prior to the Annual Town Meeting. The final determination for wage adjustments by the Board shall be submitted to the Finance Committee no later than forty-five days prior to the Annual Town Meeting. In no case shall the compensation of any employee be raised above the maximum for their grade."

**ARTICLE 11.** To see if the Town will vote to amend Article 5, of the General bylaws (Personnel Bylaw) as follows: Amend position of Town Accountant from Grade 21 to Grade 22 on the Personnel Matrix, retroactive to July 1, 1993.

*Current Job Classifications*

<u>Grade</u>	<u>Classification</u>	<u>Pay Matrix</u>
21	Accountant	Step A \$29,299 – Step H \$35,547
22		Step A \$34,030 – Step H \$41,288

or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, an amendment to pass over this article was DEFEATED, by a show of hands.

Upon motion made and duly seconded, an amendment to delete the words "retroactive to July 1, 1993" from this article was DEFEATED, by a show of hands.

Upon motion made and duly seconded, it was VOTED, by a show of hands, to amend Article 5, of the General bylaws (Personnel Bylaw) as follows: Amend position of Town Accountant from Grade 21 to Grade 22 on the Personnel Matrix, retroactive to July 1, 1993.

**ARTICLE 12.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$1,854 as a municipal cash match for a grant for the purchase of a document scanner and related equipment and training, through the Executive Office of Communities and Development Incentive Grant Program, or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$1,854 as a municipal cash match for a grant for the purchase of a document scanner and related equipment and training, through the Executive Office of Communities and Development Incentive Grant Program, said funds to be spent under the direction of the Board of Selectmen.

**ARTICLE 13.** To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money to fund the purchase of a new computer for the Selectmen's office, or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate the sum of \$3,000 to fund the purchase of a new computer for the Selectmen's office, said funds to be spent under the direction of the Board of Selectmen.

**ARTICLE 14.** To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of \$26,304 to additionally fund the certified Masconomet Regional School Assessment for FY 1994 to meet the requirements of the Education Reform Act (so called), thereby approving the FY 1994 total Boxford Assessment; or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by majority voice vote, to raise and appropriate, or transfer from available funds the sum of \$26,304 to additionally fund the certified Masconomet Regional School Assessment for FY 1994 to meet the requirements of the Education Reform Act (so called), thereby approving the FY 1994 total Boxford Assessment.

**ARTICLE 15.** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money to fund the replacement of the air conditioning unit in the Town Hall vault and to select the correct size unit to perform correctly in the vault, or take any other action thereon.

Sponsored by the Board of Selectmen

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to raise and appropriate the sum of \$4,070 to fund the replacement of the air

conditioning unit in the Town Hall vault and to select the correct size unit to perform correctly in the vault, said funds to be spent under the direction of the Board of Selectmen.

Upon motion made and duly seconded, it was VOTED, by unanimous voice vote, to dissolve this Special Town Meeting at 9:40 p.m.

Registered voters attending this meeting were 142. Counters and checkers for the meeting were appointed by Town Clerk Patricia Shields.

A true record.

ATTEST:

Patricia Shields  
Town Clerk

TRANSFERS:

Article 8	\$ 528.00
(from DPW budget to Board of Health)	
Total to be Transferred	\$ 528.00

RAISE AND APPROPRIATE:

Article 3	\$ 21,839.00
Article 4	5,587.00
Article 5	1,409.00
Article 6	5,906.00
Article 7	15,000.00
Article 12	1,854.00
Article 13	3,000.00
Article 14	26,304.00
Article 15	4,070.00
Total to be Raised and Appropriated	\$ 84,969.00

**ANNUAL TOWN ELECTION  
TUESDAY, MAY 18, 1993  
ELECTION RESULTS**

	PCT 1	PCT 2	TOTAL
<b>SELECTMAN, for Three Years</b>			
RICHARD W. ULMAN	361	311	672
GERALD R. JOHNSTON	272	339	611
BLANKS	29	23	52
WRITE-IN	1	1	2
<b>MODERATOR, for One Year</b>			
DEWITT MINICH	532	558	1090
BLANKS	130	112	242
WRITE-IN	1	4	5
<b>BOARD OF COMMISSIONERS OF TRUST FUNDS, for Three Years</b>			
JUDITH F. CARR	473	509	982
BLANKS	190	163	353
WRITE-IN	0	2	2
<b>ASSESSOR, for Three Years</b>			
BLANKS	623	605	1228
WRITE-IN	38	59	97
JOAN BEHERNS	0	4	4
RICHARD PACIFICO	0	3	3
KENNETH KRETSCH	0	3	3
WILLIAM DORMAN	2	0	2
<b>MASCO REGIONAL DISTRICT SCHOOL COMMITTEE, for Three Years</b>			
JUDITH N. ERENZOY	372	367	739
BARBARA E. WAS	338	341	679
WERNER A. LOW	376	386	762
BLANKS	240	245	485
WRITE-IN	0	9	9
<b>SCHOOL COMMITTEE, for Three Years</b>			
CHARLES J. COSTELLO	432	426	858
ROBIN E. PHELAN	419	427	846
BLANKS	473	493	966
WRITE-IN	2	2	4
<b>BOARD OF HEALTH, for Three Years</b>			
RICHARD F. TAYLOR	420	427	847
KEVIN F. BELL	272	313	585
JAMES F. WOOD	297	277	574
BLANKS	335	331	666
WRITE-IN	2	0	2



	PCT 1	PCT 2	TOTAL
<b>PLANNING BOARD, for Five Years</b>			
BLANKS	602	620	1222
WRITE-IN	27	15	42
DAVID TRASK	34	39	73

**TRUSTEES OF BOXFORD TOWN LIBRARIES,  
for Three Years**

BARBARA A. SCHALLER	458	477	935
PETER FIEDLER	447	451	898
G. EDWIN HADLEY	411	458	869
BLANKS	673	633	1306
WRITE-IN	0	3	3

**CONSTABLE — EAST PARISH, for One Year**

RONALD P. GIOVANNACCI	500	531	1031
BLANKS	162	141	303
WRITE-IN	1	2	3

**CONSTABLE — WEST PARISH, for One Year**

DAVID A. SMALLMAN	494	550	1044
BLANKS	169	122	291
WRITE-IN	0	2	2

**QUESTION #1**

SHALL THE TOWN OF BOXFORD BE ALLOWED TO ASSESS AN ADDITIONAL \$96,964 IN REAL ESTATE AND PERSONAL PROPERTY TAXES FOR THE PURPOSE OF PARTIALLY FUNDING THE BOXFORD ELEMENTARY SCHOOL BUDGET FOR THE FISCAL YEAR BEGINNING JULY FIRST, NINETEEN HUNDRED AND NINETY-THREE?

YES	385	361	746
NO	263	306	569
BLANKS	15	7	22

**QUESTION #2**

SHALL THE TOWN OF BOXFORD BE ALLOWED TO EXEMPT FROM THE PROVISIONS OF PROPOSITION TWO AND ONE HALF, SO CALLED, THE AMOUNTS REQUIRED TO PAY FOR THE BOND ISSUED IN ORDER TO FUND THE CLOSURE OF THE BOXFORD SANITARY LANDFILL?

YES	381	369	750
NO	240	264	504
BLANKS	42	41	83



**SPECIAL TOWN ELECTION  
TUESDAY, OCTOBER 19, 1993  
ELECTION RESULTS**

<b>SELECTMAN, for Seven Months</b>	<b>PCT 1</b>	<b>PCT 2</b>	<b>TOTAL</b>
CHARLES J. COSTELLO	191	126	317
GERALD R. JOHNSTON	336	397	733
LOUISE B. KRESS	153	224	377
WRITE-IN	1	0	1
BLANKS	37	36	73
TOTALS	718	783	1501

## VITAL STATISTICS FOR 1993

Births	75	Females	46	Males	29
Deaths	31				
Marriages	20				

**NOTE:** Due to the change in the MGL, Chapter 556, Acts of 1989, the office of the Town Clerk will no longer print names of all the principals of Births, Deaths, and Marriages in Boxford's Annual Town Report.

### DOG LICENSES — 1993

251	Neutered Males	@	5.00 =	\$1,255.00
93	Males	@	10.00 =	930.00
28	Females	@	10.00 =	280.00
341	Spayed Females	@	5.00 =	1,705.00
4	Kennel	@	75.00 =	300.00
7	Kennel	@	100.00 =	<u>700.00</u>
			Total	\$5,170.00
Late fees collected and remitted				<u>502.00</u>
Total Remitted				\$5,672.00

### FISH AND GAME LICENSES — 1993

53	Resident Citizen Fishing	@	12.50 =	\$ 662.50
1	Resident Citizen Minor Fishing	@	6.50 =	6.50
3	Resident Citizen Fishing (Age 65-69)	@	6.25 =	18.75
4	Resident Citizen Fishing Paraplegic Blind, Mentally Retarded, Over 70	@	Free	Free
1	Resident Alien Fishing	@	14.50 =	14.50
1	Non-Res. Citizen/Alien Fishing	@	17.50 =	17.50
2	Non-Res. Citizen/Alien (7-Day Fishing)	@	11.50 =	23.00
1	Duplicate Fishing	@	2.00 =	2.00
10	Resident Citizen Hunting	@	12.50 =	125.00
1	Non-Resident/Alien Hunting (Small Game)	@	23.50 =	23.50
26	Resident Citizen Sporting	@	19.50 =	507.00
5	Resident Citizen Sporting Over 70 (Trapping)	@	Free	Free
1	Duplicate Sporting	@	2.00 =	2.00
7	Archery/Primitive Firearms	@	5.10 =	35.70
7	Mass. Waterfowl Stamps	@	5.00 =	35.00
97	Wildlands Conservation Stamp - Resident	@	5.00 =	485.00
1	Wildlands Conservation Stamp - Non-Res.	@	5.00 =	<u>5.00</u>
TOTAL				\$1,962.95
Fees Remitted				<u>51.45</u>
				\$1,911.50

# **FINANCE**

**Combined Financial Statements  
And Additional Financial Information**

**Accountant**

**Board of Assessors**

**Finance Committee**

**Tax Collector/Treasurer**

**Commissioners of Trust Funds**

**Capital Budgeting Committee**

**TOWN OF BOXFORD**  
**COMBINED BALANCE SHEET**  
**ALL FUND TYPES AND ACCOUNT GROUPS**  
**JUNE 30, 1993**

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPES		ACCOUNT GROUPS	COMBINED TOTAL
	General Fund	Special Revenue Fund	Capital Projects Fund	Enterprise Fund	Trust and Agency Funds	Long-Term Debt Group of Accounts		
ASSETS								
Cash and Cash Equivalents	\$1,699,964	\$45,613	\$94,759	\$871	\$538,456			\$2,379,663
Receivables:								
Real Estate & Personal Property Taxes	145,243							145,243
Motor Vehicle Excise Taxes	157,818							157,818
Tax Liens	226,020							226,020
Other Receivables	2,684							2,684
Total Receivables	\$ 531,765							\$ 531,765
Amount to be Provided for Payment of Long Term Debt							\$5,490,000	\$5,490,000
Bonds Authorized							750,000	750,000
TOTAL ASSETS	\$2,231,729	\$45,613	\$94,759	\$871	\$538,456		\$6,240,000	\$9,151,428

# LIABILITIES AND FUND EQUITY

## Liabilities:

Warrants Payable  
 Accrued Payroll Withholdings  
 Reserve for Abatements & Exemptions  
 Deferred Revenue  
 Bonds Payable  
 Bonds Authorized and Unissued

\$ 191,135  
 16,610  
 223,601  
 111,081

\$ 191,135  
 16,610  
 223,601  
 111,081

\$5,490,000

5,490,000

750,000

750,000

## Total Liabilities

\$ 542,427

\$6,240,000  
 \$6,782,427

## 53 Fund Equity:

Reserved for Expenditures  
 Reserved for Encumbrances  
 Reserved for Petty Cash  
 Reserved for Capital Projects  
 Reserved for Endowments

\$ 280,735  
 44,400  
 625

\$7,553

\$ 280,735  
 51,953  
 625

\$94,759

\$ 87,494

94,759  
 87,494

## Unreserved:

Designated for Special Purposes  
 Undesignated  
 Retained Earnings

1,363,542

\$45,613

(6,682)

450,962

496,575  
 1,363,542  
 (6,682)

## Total Fund Equity

\$1,689,302

\$94,759

\$538,456

\$2,369,001

## TOTAL LIABILITIES AND FUND EQUITY

\$2,231,729

\$94,759

\$538,456

\$6,240,000  
 \$9,151,428

See accompanying notes to Financial Statements.



# TOWN OF BOXFORD

## COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS YEAR ENDED JUNE 30, 1993

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPES		COMBINED TOTAL
	General Fund	Special Revenue Fund	Capital Project Fund	Enterprise Fund	Trust Funds	
REVENUES:						
Taxes	8,363,660					8,363,660
Charges for Services	51,040	189,141		91,948		332,129
Licenses and Permits	122,870					122,870
Intergovernmental	994,525	285,174			5,904	1,285,603
Fines and Forfeits	59,126					59,126
Miscellaneous	57,761				67,114	124,875
TOTAL REVENUES	9,648,982	474,315		91,948	73,018	10,288,263
EXPENDITURES						
General government	463,363	10,551		91,077	19,295	584,286
Public Safety	991,303					991,303
Education	4,953,378	311,834	15,838		15,543	5,296,593
Public Works	533,111	247,809				780,920
Human services	122,415	1,514			9,424	133,353
Culture and recreation	164,929	4,998			7,901	177,828
Debt service	1,173,081					1,173,081
State and county assessments	88,897					88,897
Insurance	442,423					442,423
Pension	194,552					194,552
TOTAL EXPENDITURES	9,127,452	576,706	15,838	91,077	52,163	9,863,236

EXCESS (DEFICIENCY) OF REVENUES  
OVER EXPENDITURES

521,530	(102,391)	(15,838)	871	20,855	425,027
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OTHER FINANCING SOURCES (Uses):

Operating transfers in  
Operating transfers out  
Proceeds from short-term and long-term debt

3,387 (20,000)				20,000	23,387 (20,000)
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TOTAL OTHER FINANCING SOURCES (Uses)

(16,613)				20,000	3,387
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EXCESS (DEFICIT) OF REVENUES  
AND OTHER SOURCES OVER  
(UNDER) EXPENDITURES AND  
OTHER USES

504,917	(102,391)	(15,838)	871	40,855	428,414
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FUND BALANCES JULY 1, 1992

1,184,385	148,004	110,597	—	493,419	1,936,405
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FUND BALANCES, JUNE 30, 1993

<b>1,689,302</b>	<b>45,613</b>	<b>94,759</b>	<b>871</b>	<b>534,274</b>	<b>2,364,819</b>
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See accompanying notes to Financial Statements.

**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**ALL SPECIAL REVENUE FUNDS**  
**YEAR ENDED JUNE 30, 1993**

	<u>Federal and State Grants</u>		Wetlands	<u>Revolving</u>		Total
	Education	Highway	Other	School	Other	
REVENUES:						
Charges for Services						189,142
Intergovernmental	131,556	144,207	9,410	175,333	7,867	285,173
TOTAL REVENUES	131,556	144,207	9,410	175,333	7,867	474,315
EXPENDITURES:						
General Government						10,552
Education	129,336		482	182,497	7,399	311,833
Public Works		247,809				247,809
Human Services			1,514			1,514
Culture and recreation			4,998			4,998
TOTAL EXPENDITURES	129,336	247,809	6,994	182,497	7,399	576,706

EXCESS (DEFICIENCY) OF REVENUES  
OVER EXPENDITURES

2,220	(103,602)	2,416	3,271	(7,164)	468	(102,391)
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OTHER FINANCING SOURCES (Uses):

Operating transfers in  
Operating transfers out

TOTAL OTHER FINANCING SOURCES(Uses)

EXCESS (DEFICIT) OF REVENUES AND  
OTHER SOURCES OVER (UNDER)  
EXPENDITURES AND OTHER USES

2,220	(103,602)	2,416	3,271	(7,164)	468	(102,391)
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FUND BALANCES, JULY 1, 1992

2,007	103,602	5,641	11,593	25,161	—	148,004
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FUND BALANCES, JUNE 30, 1993

4,227	—	8,057	14,864	17,997	468	45,613
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See accompanying notes to Financial Statements.

**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**CAPITAL PROJECTS FUND**  
**YEAR ENDED JUNE 30, 1993**

	Cole School	Spofford Pond School	Landfill	Total
REVENUES:				
Bond proceeds				
EXPENDITURES				
Construction	3,050	12,788	—	15,838
EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES				
OTHER FINANCING SOURCES				
Operating transfers in				
Operating transfers out				
TOTAL OTHER FINANCING SOURCES				
EXCESS (DEFICIT) OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(3,050)	(12,788)	—	(15,838)
FUND BALANCES, JULY 1, 1992	13,672	38,376	58,549	110,597
FUND BALANCES, JUNE 30, 1993	<u>10,622</u>	<u>25,588</u>	<u>58,549</u>	<u>94,759</u>

See accompanying notes to Financial Statements.



**TOWN OF BOXFORD**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**ENTERPRISE FUND — ROADSIDE WASTE COLLECTION**  
**YEAR ENDED JUNE 30, 1993**

	<u><b>Budget</b></u>	<u><b>Actual</b></u>
<b>Revenues:</b>		
Stickers	99,003	90,301
Bins	—	280
Interest	—	1,368
<b>Total Revenues</b>	<u><b>99,003</b></u>	<u><b>91,949</b></u>
<b>Expenditures:</b>		
Printing	4,000	2,980
Outside Contractor	90,640	91,423 *
Miscellaneous	1,100	965
Indirect Costs	3,263	3,263
<b>Total Expenditures</b>	<u><b>99,003</b></u>	<u><b>98,631</b></u>
<b>Retained Earnings</b>	<u><u><b>—</b></u></u>	<u><u><b>(6,682)</b></u></u>

\* Includes \$7,553. in Encumbered Funds

See accompanying notes to Financial Statements.

**TOWN OF BOXFORD**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**EXPENDABLE TRUST FUNDS**  
**YEAR ENDED JUNE 30, 1993**

	Unemployment	Trust	Stabilization	Conservation	Insurance	Total
	Fund	Funds	Fund	Fund	Fund	
REVENUES:						
Contributions & Donations		30,469				30,469
Investment Income	775	2,826	5,897	1,833		11,331
Miscellaneous Income		27,314			3,904	31,218
TOTAL REVENUES	775	60,609	5,897	1,833	3,904	73,018
EXPENDITURES:						
Education		15,543				15,543
Culture and recreation		7,901				7,901
Human Services		9,424				9,424
Miscellaneous	9,823	8,563			909	19,295
TOTAL EXPENDITURES	9,823	41,431	—	—	909	52,163
EXCESS (DEFICIT) OF REVENUES OVER (UNDER) EXPENDITURES	(9,048)	19,178	5,897	1,833	2,995	20,855
OTHER FINANCING SOURCES						
Operating transfers in					20,000	20,000
Operating transfers out						
TOTAL OTHER FINANCING SOURCE	—	—	—	—	20,000	20,000

EXCESS (DEFICIT) OF REVENUES AND  
OTHER SOURCES OVER (UNDER)  
EXPENDITURES AND OTHER USES

FUND BALANCES, JULY 1, 1992

FUND BALANCES, JUNE 30, 1993

(9,048)	19,178	5,897	1,833	22,995	40,855
42,052	116,245	245,259	76,254	13,609	493,419
<b>33,004</b>	<b>135,423</b>	<b>251,156</b>	<b>78,087</b>	<b>36,604</b>	<b>534,274</b>

See accompanying notes to Financial Statements.

**TOWN OF BOXFORD  
LONG TERM DEBT GROUP OF ACCOUNTS  
BONDS PAYABLE  
AS OF JUNE 30, 1993**

	Outstanding 6/30/92	Additions	Retirements	Outstanding 6/30/93	Interest Paid
LANDFILL — IMPROVEMENTS Fiscal year 1988 & 1989	35,000		35,000		1,181
BUILDING IMPROVEMENTS — SCHOOLS					
Spofford Pond School — Building	1,975,000		125,000	1,850,000	137,613
Cole School — Building	2,885,000		415,000	2,470,000	166,202
Bond Issue I	1,365,000		195,000	1,170,000	98,085
* Bond Issue II					
<b>TOTAL BONDS PAYABLE</b>	<b>6,260,000</b>		<b>770,000</b>	<b>5,490,000</b>	<b>403,081</b>

\* Includes \$300,000.00 applicable to the Spofford Pond School — Building.

See accompanying notes to Financial Statements.

**TOWN OF BOXFORD**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 1993**

**1. Summary of significant accounting policies**

The accompanying financial statements have been prepared in conformity with the accounting practices prescribed by the Uniform Municipal Accounting System (Uniform System) promulgated by the Commonwealth of Massachusetts Department of Revenue for 1986. The significant accounting practices required by the Uniform System and followed by the Town of Boxford are presented below. Accounting requirements of the Uniform System vary in some respects from generally accepted accounting principles. A summary of the significant differences is presented in Notes following.

**2. Fund accounting**

Financial transactions of the Town are recorded in the following funds and accounts:

**General Fund** — An accounting for all transactions not properly accounted for in other prescribed funds and accounts.

**Special Revenue Fund** — An accounting for revenues legally restricted for specific current operating expenditures, which include the following:

- Federal & State Grants
  - Education
  - Highway
  - Other
- Wetlands
- Revolving Funds

**Enterprise Fund** — An accounting for revenues and expenditures related to the roadside collection solid waste and recycling enterprise fund.

**Capital Projects Fund** — An accounting for transactions related to receipts and disbursements of funds used for the acquisition, construction or improvements of major capital facilities.

**Trust Funds** — An accounting for trust funds received by the Town and investment funds of the Town. In most cases, restrictions have been placed on the use of these by the grantors.

**Long-term Debt Group of Accounts** — An accounting for unmatured long-term general obligation bonds.



### **3. Revenue Recognition**

Real estate and personal property tax revenues are recorded on a modified accrual basis. All other revenues for all funds are recorded as revenues when received in cash. Accounts receivable balances related to other revenues are offset by a reserve until collected.

### **4. Expenditures, encumbrances and appropriation balances**

Expenditures are recorded on a cash basis. Special articles, principally capital projects and other non-recurring appropriations, voted at Town Meeting are reserved as expenditures from fund balances. These appropriations do not lapse at year-end and continue until expended or closed to unreserved fund balance.

### **5. Generally accepted accounting principles**

The significant differences between the accounting practices applied in preparing the accompanying financial statements (see Note 1) and generally accepted accounting principles (GAAP) are set forth below. It is not practical to quantify the effects of the differences on the accompanying financial statements.

### **6. Fund accounting**

GAAP requires the segregation and reporting of all financial transaction in eight types of funds and two groups of accounts. Financial transactions for the following types of activities are accounted for by the Town on a basis which differs from GAAP:

Payments of principal and interest on long-term debt issues are presently recorded in the General Fund. GAAP requires that such payments be accounted for in Debt Service Funds.

In addition, GAAP requires that a General Fixed Asset Group of Accounts be maintained to provide historical cost information for property, buildings and equipment. Such information is not required, but is suggested by the Uniform System.

### **7. Expense recognition**

Pursuant to provisions of the Massachusetts General Laws, the Town recognizes as an expenditure its share of unemployment compensation costs on a pay-as-you-go basis. GAAP requires that such costs be accounted for on an accrual basis as benefits are earned by employees.

GAAP requires that expense accruals be made to reflect the liability which exists for vacation and sick time which has been earned by employees but not taken. No such accrual has been made as the amount is not estimable at this time.

**TOWN OF BOXFORD**  
**DETAILED STATEMENT OF REVENUES — GENERAL FUND**  
**YEAR ENDED JUNE 30, 1993**

<b>TAXES:</b>		
Personal Property	107,031	
Real Estate	7,396,664	
Liens	231,473	
Motor Vehicle	531,684	
Penalties & Interest	<u>96,808</u>	8,363,660
<b>CHARGES FOR SERVICES:</b>		
Town Clerk	2,838	
Planning Board	11,662	
Library Copier	3,659	
Tax Collector	29,112	
Other	<u>3,269</u>	50,540
<b>LICENSES &amp; PERMITS:</b>		
Alcoholic Beverages License	500	
Dog License	6,458	
Fire Department Inspections	8,855	
Building Permits	60,713	
Electrical Permits	14,451	
Gas & Plumbing Permits	8,080	
Business Permits	125	
Board of Health Permits	24,048	
Pistol Permits	<u>140</u>	123,370
<b>STATE:</b>		
Highway	64,381	
Abatements and State-Owned Land	24,615	
School Aid, Chapter 70	47,117	
Additional Assistance	45,818	
Pupil Transportation	46,972	
School Construction	599,206	
Lottery	<u>166,417</u>	994,526
<b>OTHER GOVERNMENT:</b>		
Court Fines	58,051	
Parking Fines	1,050	
False Alarm Fines	<u>25</u>	59,126
<b>MISCELLANEOUS:</b>		
Earnings on Investments	48,741	
Insurance Reimbursements	3,600	
Other	<u>5,419</u>	<u>57,760</u>
<b>GRAND TOTAL</b>		<u><u>9,648,982</u></u>

**TOWN OF BOXFORD**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**BUDGET AND ACTUAL — GENERAL FUND**  
**YEAR ENDED JUNE 30, 1993**

	<b>GENERAL FUND</b>	
	<b>Budget</b>	<b>Actual</b>
Revenues:		
Property taxes and special assessments	7,526,468	7,739,205
State Aid — Cherry Sheet	1,009,428	994,526
Local Receipts	754,000	915,251
<b>Total Revenues</b>	<b>9,289,896</b>	<b>9,648,982</b>
Expenditures:		
General government	434,821	377,733
Public safety	970,862	948,248
Education	4,953,339	4,953,308
Public works	455,759	448,019
Human services	108,342	101,712
Culture and recreation	157,673	158,147 (1)
Debt service	1,173,081	1,173,081
State and County assessments	88,344	88,897 (2)
Insurance	478,949	442,424
Pension	194,552	194,552
Miscellaneous	18,897	18,736
<b>Total Expenditures</b>	<b>9,034,619(3)</b>	<b>8,904,857 (3)</b>

Notes:

- 1) Overage caused by prior years encumbrance.
- 2) Overage caused by state assessment.
- 3) Does not include warrant articles.

**TOWN OF BOXFORD  
WARRANT ARTICLES  
FISCAL YEAR 1993**

Warrant articles are appropriated at Town meetings and represent nonrecurring projects and expenditures which are in addition to the annual operating budget. Warrant article balances do not lapse at year end, and may be carried over indefinitely. The warrant article expenditures detail for Fiscal Year 1993 are as follows:

<b>Art. #</b>	<b>Date Appropriated</b>	<b>Description</b>	<b>Amount</b>
08	ATM 5/9/89	Purchase Police Equipment	321.17
08	ATM 5/8/90	Establish Recycling Facility	200.00
15	ATM 5/22/91	Road Maintenance	28,866.40
29	ATM 5/22/91	Purchase Police Cruiser	193.10
30	ATM 5/22/91	Purchase Computer	1,000.00
31	ATM 5/22/91	Water Testing Program	7,260.00
37	ATM 5/22/91	Purchase Computer	70.20
02	STM 2/25/92	Purchase Computer	2,215.50
01	ATM 5/12/92	Bill of Charge	642.58
12	ATM 5/12/92	Annual Water Testing Program	7,480.00
13	ATM 5/12/92	Tri-Town Council Family Services	12,650.00
14	ATM 5/12/92	Purchase Fire Hose	2,175.00
15	ATM 5/12/92	Purchase Police Cruiser	18,425.50
16	ATM 5/12/92	Merrimac Valley Consortium	5,000.00
17	ATM 5/12/92	Help Abused Women and Children	750.00
18	ATM 5/12/92	Purchase Dump Truck	37,883.98
19	ATM 5/12/92	Maintain Town Buildings	25,859.50
20	ATM 5/12/92	Parade and Maintenance	1,781.94
21	ATM 5/12/92	Purchase Two Mobile Radios	2,837.00
01	STM 12/08/92	Bill of Charge	52.00
04	STM 12/08/92	FY 1992 Police Contract	11,848.70
05	STM 12/08/92	FY 1992 DPW Contract	3,277.12
08	STM 12/08/92	Computer System	6,340.37
09	STM 12/08/92	Computer Terminal	750.00
10	STM 12/08/92	Computer Terminal	1,770.36
13	STM 12/08/92	Protective Clothing	19,103.29
15	STM 12/08/92	Town Audit	5,500.00
01	STM 5/11/93	Road Maintenance	<u>18,341.36</u>
<b>TOTAL</b>			<u><u><b>\$ 222,595.07</b></u></u>



## BOARD OF ASSESSORS

Certainly one of the most important highlights of the year is the continuing turmoil in the makeup of the Board of Assessors. The year began with three elected Assessors: Mr. Paul Bourgeois, Mr. Kenneth Kretsch, and Mr. Charles Thiel, with Mr. Kretsch's term expiring in May. In the May election, no candidates came forth to run for the vacant office. In addition, during the year, Mr. Thiel resigned due to increased business pressures. To reestablish a working board, the Selectmen appointed Mr. Robert Was, and Mr. Kretsch, both previous Assessors to the board for the remainder of the fiscal year. Shortly after that, Mr. Bourgeois, then Chairman, moved from Boxford and resigned. In summary then, there are currently two board members, neither of whom have been elected. Fortunately, early in the year, the board contracted with Mr. Paul Mugford to serve as consultant to the board during the revaluation (to be discussed further). Thanks to his expertise and to the dedication of the staff of Mrs. Barbara King and Mrs. Roberta Whitaker, the Assessors Department was able to complete its work successfully in this most difficult year **within budget**.

As indicated previously, this was the year for the required triennial revaluation of all town properties. Since it has been many years since properties had been remeasured and relisted, one issue the Department of Revenue (DOR) was concerned about was how well the data in the Assessors' office matched the actual condition of the properties. At stake was whether we would be required to do a remeasure and relist of all properties in FY 94, (at a cost of at least \$35,000) or whether we would proceed with our previous plan to do one-third of the properties in each of the next three years. We were required to do a data quality study, in which a stratified sample of 70 properties was visited, reassessed, and the data compared with existing records. Taxpayers should be pleased to know that the data was accurate and the DOR accepted our existing data. The remainder of the revaluation involved examining all property sales for calendar 1992 and using that data to adjust assessed values as of 1/1/93 to reflect the market values. We then completed a "drive by" inspection of all properties to detect any gross errors in our records, such as new additions, decks etc., and overall property condition. This process resulted in a number of structural changes in assessments. Land values were decreased some 80% overall. Other changes were made in our assignment of streets to neighborhoods so that in some instances, land values increased or stayed the same, and in others, dropped more than the average. Also each residential building was assigned a style, i.e. colonial, cape, ranch, etc. and each style assessed as a group. In some cases this resulted in an increase in assessed value, mainly in response to the sales data.

Another major accomplishment was the completion of the conversion of our data base from the Boeckh system to our new computerized CAMA system, in which we are integrated with the Tax Collector. It should be said that the purchase of this system has been an enormous success for the town. We have demonstrated that with the capabilities of the system, Boxford will be capable of doing in-house revaluations for the foreseeable future. That alone will save the town some \$60,000 in a revaluation year. Also while unquantified at this point, we believe that as the town grows, and hence the workload on the Assessors, the funds necessary to run the office will grow only in proportion to inflation.

With regard to the responsibilities of the Assessors, it is now clear that unless



changes are made, few if any candidates will choose to run for Assessor. The taxpayers will therefore not benefit from having Assessors be subject to the elective process. It is the practice at present that the Assessors do all the field work, as well as make all of the decisions of individual property values, abatements, tax rate and policy. This is a large and time consuming responsibility and certainly limits the number of people who are willing to accept it. To improve this situation, our present plan is to complete FY 94 by contracting out the field work in addition to the work now done by Mr. Mugford, so that the responsibility of the Board of Assessors will be to approve the work of the contractors and make policy decisions. While still a large responsibility, the time demands will be greatly reduced. For the future, our plan is to bring to the town a proposal to hire a professional assessor on a part time basis who will perform all of the work now contracted out. It is our belief that with this plan, more people will choose to run for Assessor.

Finally, the tax rate for FY 94 has been set at \$13.00 per thousand of evaluation. The associated recap sheet is attached.

Board of Assessors  
Kenneth P. Kretsch  
Robert A. Was

**THE COMMONWEALTH OF MASSACHUSETTS**  
**Department of Revenue**  
**TAX RATE RECAPITULATION**  
**OF**  
**TOWN OF BOXFORD**

**FISCAL 1994**

**I. TAX RATE SUMMARY**

A. Total Amount to be Raised (from IIE)	\$10,436,391.58
B. Total Estimated Receipts and Other Revenue Sources (from IIIE)	2,609,537.00
C. Tax Levy (IA minus IB)	\$7,826,854.58
D. Distribution of Tax Rates and Levies <input type="checkbox"/> Classified <input type="checkbox"/> Unclassified	

(a) Class	(b) Levy Percentage (from LA-5)	(c) IC above times Each percent in col (b)	(d) Valuation by Class (from LA-5)	(e) Tax Rate (c) ÷ (d) x 1000	(f) Levy by Class (d) x (e) ÷ 1000
Residential	.965377	7,555,865.39	581,220,291	13.00	7,555,863.78
Open Space	.00794	62,145.23	4,780,400	13.00	62,145.20
Commercial	.010289	80,530.51	6,194,594	13.00	80,529.72
Industrial	.001234	9,658.34	743,200	13.00	9,661.60
SUBTOTAL	.977694		592,938,485		7,708,200.30
Personal	.01516	118,655.12	9,127,252	13.00	118,654.28
<b>TOTAL</b>	<b>100%</b>		<b>\$602,065,737</b>		<b>\$7,826,854.58</b>

**Must Equal IC**

Board of Assessors of Boxford  
Kenneth P. Kretsch  
Robert Was

II. AMOUNT TO BE RAISED

A.	APPROPRIATIONS (col. (b) through col. (e))	
	from Schedule B, Page 4)	\$ 8,812,985.00
B.	OTHER AMOUNTS TO BE RAISED	
1.	Amounts certified for tax title purposes	\$ 12,000.00
2.	Debt and interest charges not included	
	in Schedule B	\$1,087,115.00
3.	Final court judgments	\$ 0
4.	Total overlay deficits of prior years	\$ 0
5.	Total cherry sheet offsets	
	(see cherry sheet 1-ER)	\$ 14,698.00
6.	Revenue deficits	\$ 6,682.00
7.	Offset receipts deficits Ch. 44, Sec. 53E	\$ 0
8.	Authorized Deferral of Teachers' Pay	\$ 0
9.	Other (specify on separate letter)	\$ 198,927.00
	TOTAL B (Total lines 1 through 9)	\$ 1,319,422.00
C.	STATE AND COUNTY CHERRY SHEET	
	CHARGES (C.S. 1-EC cols. 1 and 2)	\$ 98,642.00
D.	ALLOWANCE FOR ABATEMENTS AND	
	EXEMPTIONS (OVERLAY)	\$ 205,342.58
E.	TOTAL AMOUNT TO BE RAISED (Total IIA	
	through IID)	\$10,436,391.58

III. ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES

A.	ESTIMATED RECEIPTS — STATE	
1.	Cherry Sheet Estimated Receipts	
	(C.S. 1-ER Total)	\$1,159,618.00
2.	Cherry Sheet Overestimates	
	(C.S. 1-EC Part E col. 3)	\$ 0
	TOTAL A (Total Lines 1 and 2)	\$ 1,159,618.00
B.	ESTIMATED RECEIPTS — LOCAL	
1.	Local Receipts Not Allocated	
	(Page 3, col. (b), Line 26)	\$ 800,000.00
2.	Offset Receipts (See Schedule A-1)	\$ 0
3.	Enterprise Funds (See Schedule A-2)	\$ 100,445.00
4.	Revolving Funds (From page 4, col. (e))	\$ 0
	TOTAL B (Total Lines 1 through 4)	\$ 900,445.00
C.	REVENUE SOURCES APPROPRIATED FOR	
	PARTICULAR PURPOSES	
1.	Free Cash (Page 4, col. (c))	\$ 280,217.00
2.	Other Available Funds (Page 4, col. (d))	\$ 269,257.00
	TOTAL C (Total Lines 1 and 2)	\$ 549,474.00
D.	OTHER REVENUE SOURCES APPROPRIATED	
	SPECIFICALLY TO REDUCE THE TAX RATE	
1.	Free Cash	\$ 0
2.	Municipal Light Source	\$ 0
3.	Teachers' Pay Deferral	\$ 0
4.	Other Source (Specify)	\$ 0
	TOTAL D (Total Lines 1 through 4)	\$ 0
E.	TOTAL ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES	
	(Total IIIA through IIID)	\$ 2,609,537.00

**IV. SUMMARY OF TOTAL AMOUNT TO BE RAISED AND TOTAL RECEIPTS FROM ALL SOURCES**

A.	TOTAL AMOUNT TO BE RAISED (from IIE).....	\$ 10,436,391.58
B.	TOTAL ESTIMATED RECEIPTS AND OTHER REVENUE SOURCES (from IIIE).....	\$ 2,609,537.00
C.	TOTAL REAL AND PERSONAL PROPERTY TAX LEVY (from IC) .....	\$ 7,826,854.58
D.	TOTAL RECEIPTS FROM ALL SOURCES (TOTAL IVB plus IVC) .....	\$ 10,436,391.58

**(IVA MUST EQUAL IVD)**

# SCHEDULE A. LOCAL RECEIPTS NOT ALLOCATED\*

	(a) Actual Receipts Fiscal 1993	(b) Estimated** Receipts Fiscal 1994
1. Motor Vehicle Excise	\$ 531,684	\$ 515,000
2. Other Excise		
3. Penalties and Interest on Taxes and Excises	96,808	30,000
4. Payments in Lieu of Taxes		
5. Charges for Services — Water		
6. Charges for Services — Sewer		
7. Charges for Services — Hospital		
8. Charges for Services — Trash Disposal		
9. Other Charges for Services	48,040	45,000
10. Fees		
11. Rentals		
12. Departmental Revenue — Schools		
13. Departmental Revenue — Libraries		
14. Departmental Revenue — Cemeteries		
15. Departmental Revenue — Recreation		
16. Other Departmental Revenue		
17. Licenses and Permits	122,869	110,000
18. Special Assessments		
19. Fines and Forfeits	59,126	55,000
20. Investment Income	48,740	45,000
21. Miscellaneous	7,984	—
22.		
23.		
24.		
25.		
26. TOTALS	\$ 915,251	\$ 800,000

I hereby certify that the actual receipts from the preceding fiscal year as shown in column (a) are, to the best of my knowledge and belief, true, correct and complete, and I further certify that I have examined the entries made on page 4 of the fiscal 1994 tax rate recapitulation form by the City or Town Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

December 8, 1993

W. P. O'Brien  
Accountant/Auditor

Tel. No. (508) 887-8181

\* Receipts voted by the City/Town Council or Town Meeting as offsets to the appropriation of a specific department listed on Schedule A-1, fund on Schedule A-2 or revolving fund pursuant to the M.G.L. Chapter 44, Section 53E<sup>1/2</sup> must not be included in columns (a) or (b).

\*\* If any estimate in column (b) is greater than the actual line item in column (a), factual support for the increase should be submitted in writing for approval of the Commissioner of Revenue.



# SCHEDULE B. CERTIFICATION OF APPROPRIATIONS AND SOURCE OF FUNDING

## APPROPRIATIONS

City/Town Council or Town Meeting Dates	FY*	(a) Total Appropriations of Each Meeting	SOURCES OF FUNDING				(f) Memo Only Borrowing Authorization
			(b) From Raise and Appropriate (Tax Levy)	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) *** From Offset Receipts, Enterprise Funds or Revolving Funds	
5/11/93	93	\$ 210,000		\$210,000			
5/11/93	94	8,509,720	\$8,073,801	70,217	\$269,257	\$96,445	\$750,000
7/13/93	94	8,296	8,296				
11/2/93	94	84,969	84,969				
Totals		\$8,812,985	\$8,167,066	\$280,217	\$269,257	\$96,445	
		Must Equal					
		Cols. (b) thru (e)					

\* Enter in this column the fiscal year to which the appropriation relates, i.e., fiscal year 1993 or fiscal 1994.

\*\* Appropriations included in column (b) must not be reduced by local receipts (Schedule A) or any other funding source.

Appropriations must be entered in Gross in order to avoid a duplication in the use of estimated or other sources of receipts.

\*\*\* See A-1 and/or A-2. Include only revolving funds pursuant to Chapter 44, Section 53E<sup>1</sup>/<sub>2</sub>.

I hereby certify that the foregoing appropriations and the provisions for meeting the same are as voted and correctly reflect the use of offset receipts and enterprise funds.

Town of Boxford

December 8, 1993

Patricia A. Shields  
Clerk

Tel. No. (508) 887-8181

## BOXFORD FINANCE COMMITTEE ANNUAL REPORT

Growth and stabilization, seemingly contradictory terms, best characterize the financial health of the Town of Boxford throughout FY 1993. Growth is readily apparent by simply driving through the town and observing the new construction or by perusing the new building permits and the Assessor's records. The collapse in the real estate market had resulted in a low of \$79,062.00 in new growth to Boxford in FY 1992. The FY 1993 figure doubles to \$140,871.00 new tax dollars and the Assessors' projection for FY 1995 is currently \$200,000.00.

Stabilization is apparent in the declining need to rely on overrides to Proposition 2½ to meet the financial needs of the Town. In FY 1991, \$387,829.00 was added to the Town expenditures by override notes. Although amounts over \$100,000.00 were necessary in FY 1992 and 1993, the FY 1994 amount had declined to \$96,964.00. Revenues and expenditures had stabilized and balanced.

However, the Legislature, in its great wisdom, did not allow Boxford to bask in this period of stability. The Education Reform Act of 1993 has had and will continue to have substantial impact on Boxford's financial health. Under the Act, the Town was found to be *under* spending for elementary education and will be required to not only "catch up" but also to increase spending proportional to the growth of the Town and increased population in the school.

Because the Boxford school budget reflects only the elementary portion of education costs (which costs in a K-12 district are normally less per pupil than those for high school age children), Boxford is being forced to bring per pupil expenditures in the elementary school up to the state requirement for K-12 spending. The projected impact for FY 1995 is approximately \$300,000.00 for the elementary budget with a total increase on all educational spending of approximately \$450,000.00. These mandatory educational increases will continue for the next few years and will have significant impact in the future on other Town budgets.

A Finance Committee Task Force was created to investigate and advise concerning the Education Reform Act in September, 1993. Chaired by then Finance Committee member, and now Selectman, Gerald Johnston, the Task Force continues to be a vital source for the Finance Committee.

Finally, new growth will assuredly result in increased services and costs to Town government. The Capital Budgeting Committee, under the capable leadership of Peter Race is assessing those future needs and providing much needed long term goals.

William Carney resigned from the Committee in July, 1993 after five years of dedicated service.

New members Duke Brown and Robert Conroy bring added dimension to the Committee. Duke is a newcomer to Boxford and Bob brings a historical perspective gained from his 20 plus years on the Finance Committee, Board of Selectmen, Board of Appeals and others.

Ruth N. Bortzfield, Chairman  
Winston Rose, Vice Chairman  
Manuel DeSouza  
Linda Wilcox  
Duke Brown  
Robert Conroy

**OFFICE OF THE TREASURER/COLLECTOR OF TAXES**  
**REPORT OF CASH, INTEREST INCOME AND DEBT**  
**FISCAL YEAR 1993, ENDING JUNE 30, 1993**

1. Cash Balances in the custody of the Treasurer as of June 30, 1993 were as follows:

General Fund Cash:	\$1,679,886.33
Trust, Gift & Restricted:	<u>497,670.63</u>

TOTAL ALL FUNDS:	<u><u>\$2,177,556.96</u></u>
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2. Investment income earned during the year ended June 30, 1993 was as follows:

General Fund Cash:	\$ 48,739.85
Trust, Gift & Restricted:	<u>11,330.04</u>

TOTAL E.O.I. ALL FUNDS:	<u><u>\$ 60,069.89</u></u>
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3. Outstanding debts as of June 30, 1993 were as follows:

Purpose	Rate	Principal Due
Cole School Renovations	*	\$3,340,000.00
Spofford School Renovations	**	<u>2,150,000.00</u>
		\$5,490,000.00

\* Rate varies over term from 6.00% to 6.35%

\*\* Rate varies over term from 6.00% to 8.75%

The schedule of Trust, Gift and Restricted Funds reflecting receipts, expenditures and transfers for the Fiscal Year 1993 is attached as part of this report.

Alan J. Benson  
Treasurer/Collector of Taxes

# TOWN OF BOXFORD TRUST, GIFT, AND RESTRICTED FUNDS

<u>Fund Name</u>	<u>Responsible Board</u>	<u>Balance 7/1/93</u>	<u>Receipts</u>	<u>Payments</u>	<u>Allocated Interest</u>	<u>Balance 6/30/93</u>
<b>TRUST FUNDS:</b>						
Post War Re-hab Fund	Commission	\$ 1,311.48			\$ 31.53	\$ 1,343.01
Sarah Perley Trust Fund	Commission	10,477.26			251.90	10,729.16
Curtis Killam Burial Fund	Commission	2,179.65			52.40	2,232.05
Boxford Visiting Nurse Fund	Commission	14,849.04			357.01	15,206.05
Tri-Centennial Memorial Park Fund	Commission	8,297.43			199.49	8,496.92
East Parish Library Fund	Library	405.72			9.75	415.47
West Parish Library Fund	Library	161.11			3.87	164.98
Emma S. Cote Library Fund	Library	2,051.79			49.33	2,101.12
Mary Stacy Holmes Library Fund	Library	539.14			12.96	552.10
Milton Lord Memorial Book Fund	Library	1,446.73			34.78	1,481.51
Mary Lew Serwo Fund	Library	1,536.65		\$ 199.00	32.16	1,369.81
Town School Fund	Elem. School	12,128.29			291.59	12,419.88
Barker Trust Fund	Elem. School	10,609.10	\$ 3,000.00	2,509.29	266.87	11,366.68
Griffin Fund	Elem. School	9,234.68		400.00	212.41	9,047.09
Perley Parkhurst Cole Fund	Commission	10,103.71	12,600.00	12,383.35	248.13	10,568.49
<b>Trust Sub-Total</b>		<b>\$85,331.78</b>	<b>\$15,600.00</b>	<b>\$15,491.64</b>		<b>\$ 87,494.32</b>

# TOWN OF BOXFORD

## TRUST, GIFT, AND RESTRICTED FUNDS — Continued

Fund Name	Responsible Board	Balance 7/1/92	Receipts	Payments	Allocated Interest	Balance 6/30/93
<b>GIFT FUNDS:</b>						
Library Equipment Donation Fund	Library	112.41				112.41
Memorial Gifts to Library Fund	Library	1,238.28	4,290.69	5,052.36		476.61
Council on Aging Donations	Council on Aging	1,392.66	16,124.20	9,424.09		8,092.77
D.A.R.E.	Police	1,431.67	8,427.15	4,883.04		4,975.78
Spoofford Pond Garden	Elem. School	(170.00)	500.00	250.00		80.00
Fire Department Donations	Fire Department	75.00	1,126.62			1,201.62
Underground Tank Study	Study Committee	151.75				151.75
Gift Fund Sub-Total		4,231.77	30,468.66	19,609.49		15,090.94
<b>RESTRICTED FUNDS:</b>						
Arts Lottery Fund	Arts Council	1,776.21			27.08	1,153.29
Boxford Meadows Dev. Deposit	Planning Board	12,424.83	2,000.00	2,650.00	298.72	12,723.55
Memorial Hill Dev. Deposit	Planning Board	11,180.89			268.82	11,449.71
Scholarship Fund	Scholarship Com.	675.13	1,544.27		53.36	2,272.76
Stabilization Fund	Town Meeting	245,259.73			5,896.69	251,156.42
Conservation Fund	Cons. Com.	76,253.65			1,833.33	78,086.98
Unemployment Fund	Selectmen	42,052.24		9,823.07	774.87	33,004.04
Consult: Cons. Com (Various)	Cons. Com.	0.00			0.00	0.00
Consult: Plan Board (Various)	Planning Board	624.52	8,170.59	3,679.48	122.99	5,238.62
EARNINGS ON INVESTMENTS		0.00	11,330.04	11,330.04		0.00
<b>GRAND TOTALS</b>		<b>\$479,810.75</b>	<b>\$69,113.56</b>	<b>\$62,583.72</b>	<b>\$11,330.04</b>	<b>\$497,670.63</b>



## **BOARD OF COMMISSIONERS OF TRUST FUNDS**

The Board of Commissioners of Trust Funds (BCTF) came into existence in 1992 with the Commissioners elected at the May 19 Town Election. Previously, oversight of general trust funds was vested with the Board of Selectmen. The purpose of the Board is to oversee the trust funds given or bequested to the Town which are not specifically under the direction and control of other Town officials or trustees.

During late 1992 the Board of Selectmen specifically requested that the Board of Commissioners of Trust Funds take responsibility for oversight and administration of the Perley-Parkhurst-Cole Trust Fund. This Board accepted the Selectmen's request. Town Counsel filed the necessary papers and in early 1993 the Probate Court issued an Equity Judgement so that this fund is now under the direction of this Board.

The major action taken by the BCTF in 1993 was to review all of the requests for funding and scholarships submitted to the Perley-Parkhurst-Cole Trust Fund and take action thereon. Disbursements for 1993 are shown in detail elsewhere in this report.

Citizens of the Town of Boxford who wish to make a request for consideration of use of funds controlled by this Board should contact one of the members.

Charles Killam, Chairman  
Charles D. Laderoute, Clerk  
Judith Carr

**PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND  
1993 AWARDS**

<b>MASCONOMET SCHOLARSHIP</b>	<b>\$5,000.00</b>
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**SCOUTING GROUPS**

Boxford Brownie Troop #610	228.25
Boxford Boy Scout Troop #51	255.10
Hamilton Boy Scout Troop #35	<u>500.00</u>
<b>Subtotal</b>	<b>983.35</b>

**SCHOLARSHIPS**

Jill Gregory	600.00
Todd Gregory	600.00
Nancy Jarman	1,200.00
Michael King	400.00
Deborah Lucy	1,200.00
Jason Lucey	400.00
Dennis Maccarone	400.00
Craig Rossi	600.00
Michael St. Pierre	400.00
Samuel Shields, Jr.	<u>600.00</u>
<b>Subtotal</b>	<b>6,400.00</b>

<b>BCTF Total</b>	<b>7,383.35</b>
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<b>GRAND TOTAL</b>	<b>\$12,383.35</b>
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Motion by Laderoute, Seconded by Commissioner Carr. Passed unanimously.

# GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND

## GENERAL GUIDELINES:

1. This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:
  - To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have **completed** their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.
  - To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.
  - To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Commissioners of Trust Funds may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.
  - To assist and encourage private or public organizations in the Towns of Boxford and Hamilton which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as Commissioners of Trust Funds of the Town of Boxford deem necessary.
2. Any organizations requesting funds must specify that the funds will benefit **ONLY** children from Boxford, or Scout Troops from **BOXFORD OR HAMILTON**. Funds may **not be spent on adults** at any time.
3. Applications to the PPCMTF should be in the form of a **letter** to the Commissioners of Trust Funds. Requests for funds will be accepted through February 1 of the award year. Commissioners of Trust Funds will conduct interviews of all applicants from February 1 through March 31, and will notify all applicants of their award status in late March and April.

Requests received **after February 1** will not be accepted, but will be considered for the next award period, providing the request is not withdrawn before the following year, February 1.
4. Any request which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.
5. All requests for funds, as well as any questions, should be directed to:

PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND  
Commissioners of Trust Funds  
Town Hall, 28 Middleton Road  
Boxford, MA 01921  
(508) 887-8181

## GUIDELINES FOR INDIVIDUALS

1. The sum of \$5,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:
  - \$1,000.00 scholarships distributed to (5) students.
  - Scholarships to be paid to the student's post-secondary school in four (4) equal installments — at the beginning of each semester over the two-year period.
  - Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship one year. At the end of that year, the scholarship reverses back to the scholarship fund.
  - Masconomet scholarships are to be distributed based on need and academic performance.
  - All applicants **who are high school seniors at Masconomet, must apply directly to:**

MASCONOMET SCHOLARSHIP FUND  
c/o Richard Dussault, Superintendent  
Masconomet Regional District High School  
20 Endicott Street  
Topsfield, MA 01983

2. A small sum of money will be reserved by the Commissioners of Trust Funds each year to be distributed to Boxford students graduating from private schools, and Boxford High School graduates entering or currently enrolled in the college, junior college, post graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

All individual students applying to the Commissioners of Trust Funds for a scholarship, should submit the following information:

- High School Transcript (if you are in your first or second year of college).
- Current College Transcripts (all years).
- Breakdown of your costs for the school year.
- Breakdown of your income toward college costs.
- List of activities, which you have been involved with, within the Town of Boxford or at your school.

The Perley Parkhurst Cole Memorial Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.

## GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS

1. Scout Troops are requested to provide the following information:
  - Leader's name, address and telephone number
  - Number of scouts in troop
  - Number of non-Boxford resident scouts
  - Specific request for funds; include amount requested, detail of equipment, activity, reason, etc.
  - Date by which funds are needed.
2. Scout Troops are requested to apply individually.
3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.
4. Although the Commissioners of Trust Funds would prefer awards for capital or lasting equipment, they also recognize the need for educational trips which are required for badges and advancement. The Commissioners will take these concerns into consideration in their review of pertinent applications.



## CAPITAL BUDGETING COMMITTEE

The Committee was created by vote of the Annual Town Meeting in May 1992, and charged with the responsibility of "updating the Town's capital budget each year and reporting anticipated capital needs to the Town at each Annual Town Meeting."

Since there was no capital budget to update, our task was to create one and to report Boxford's anticipated needs at Town Meeting; we have done so and will issue a report to all voters which will accompany the warrant. This report, therefore, will be brief.

We defined a capital expense as "an item or program costing \$20,000 or more and having a potential useful life of five years or longer." With the assistance and cooperation of all boards, committees and departments of the Town of Boxford, we have identified all presently perceived capital needs and have prioritized them for fiscal year 1995.

The five year plan appears on the following page and will be reviewed periodically and modified as circumstances and needs change.

Peter K. Race, Chairman

Kendall E. Bagge

Winston J. Rose

John Lukowski Rizza

Enid E. Thuermer

William F. Carney (resigned July 1993)

# TOWN OF BOXFORD — CAPITAL BUDGET — FY 1995-1999

	<u>FY 1995</u>	<u>FY 1996</u>	<u>FY 1997</u>	<u>FY 1998</u>	<u>FY 1999</u>	<u>COMMENTS</u>
<i>I. RECURRING</i>						
Roads	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
Building Maint.	30,000	30,000	30,000	30,000	30,000	
Fin. Com. Res.	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	
SUBTOTAL I:	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	
<i>II. OTHER</i>						
<i>Prioritized</i>						
<i>for FY 1995</i>		<i>Not Prioritized</i>				
1. Ed. Reform Elem.	\$285,557	\$285,557	\$285,557	\$285,557	\$285,557	Required by the
1. Ed. Reform Masco	130,603	130,603	130,603	130,603	130,603	Education Reform Act
		<i>Backhoe: Dumptruck</i>	<i>Truck</i>	<i>Truck: Mower Anticip. Repl.</i>		
2. DPW Equipment	65,000	75,000	53,000	76,000	67,000	
	<i>Planning</i>	<i>Drawings</i>	<i>Construction</i>	<i>Including Debt and Principal</i>		
3. Municipal Bldgs.	50,000	100,000	270,000	270,000	270,000	
(Town offices, Police, Fire, Communications)						
3. ADA Compliance	35,000					
	<i>Computer</i>			<i>Additional Cruisers</i>		
4. Police Equipment	20,000			30,000		
	<i>Vehicle</i>	<i>Eng. Rpl.</i>	<i>18 SCBA Units</i>	<i>Engine #4 Rpl.</i>		
5. Fire Dept. Equip	20,000	188,320	38,000	210,000		
	<i>Chief</i>	<i>Firemen</i>				
5A. Fulltime Fire Dept.	45,000	75,000				
	<i>Playing Fields</i>					
6. Recreation	50,000					
7. Land Preservation	200,000		200,000		200,000	

**TOWN OF BOXFORD — CAPITAL BUDGET — FY 1995-1999**  
(Continued)

	<u><b>FY 1995</b></u>	<u><b>FY 1996</b></u>	<u><b>FY 1997</b></u>	<u><b>FY 1998</b></u>	<u><b>FY 1999</b></u>	<u><b>COMMENTS</b></u>
DPW Garage Addition			210,000			
Landfill Closure		<u>Sprinklers</u> 20,000			92,000	
Elem. School Equipment						
Elem. Space Needs		20,000				
Assessors Extra		20,000			90,000	
Town Water						
Masco Space						
Masco Equipment						
Commun. Equipment						
SUBTOTAL II	\$901,160	\$894,480	\$1,187,160	\$1,002,160	\$1,135,160	
EXISTING DEBT	\$487,909	\$291,246	\$238,819	\$191,421	\$143,796	
<b>GRAND TOTAL*</b> (* excluding debt)	<b>\$1,131,160</b>	<b>\$1,124,480</b>	<b>\$1,417,160</b>	<b>\$1,232,160</b>	<b>\$1,365,160</b>	

# **PUBLIC SAFETY**

**Boxford Emergency Management Agency**

**Communications**

**Police**

**Fire**

**Animal Control Officer**

## BOXFORD EMERGENCY MANAGEMENT AGENCY

This past year has been a year of growth for Boxford Civil Defense starting with the adoption of a new name, Boxford Emergency Management Agency. The Agency is responsible for maintaining a town-wide plan to handle emergencies that could affect our residents' including floods, hurricanes, blizzards, and extended power outages. There have been graphic examples in California this year that serve as reminders we need to be prepared for the unexpected.

We have welcomed a number of Boxford residents to our group and would like to extend an invitation to you to join with us. I am trying to build an organization that will offer care to our neighbors' during times of need, such as the blizzard of 1992.

During 1993, the Massachusetts Emergency Management Agency asked me to recruit one hundred and twenty-five volunteers to staff a Reception Center at Masconomet High School. The center will process evacuees from Newbury and Newburyport in the event of a site emergency at the Seabrook nuclear power plant. In return, the state has provided to the town agency access to surplus military equipment. We have already acquired a large electrical generator capable of supplying power to a municipal building during a power outage.

Looking ahead to 1994, we are trying to acquire a surplus four-wheel drive truck to be converted into a lighting unit that will be made available to the police and fire departments during a major event, such as a structure fire or lost person search.

I look forward to working in 1994, under the direction of the Board of Selectmen, with the department heads of police, fire, and communications, to plan for the safety of Boxford residents.

Robert D. Hazelwood, Sr.



## COMMUNICATIONS DEPARTMENT

What can be written that hasn't been written before? This report for one thing. As I sit at my desk begging the words to rush out of my brain through my fingers to the keyboard and appear on the screen, I look about my office for inspiration. Pictures. Calendars. Posters on the wall jump out at me making statements of motivation, "Success Is a Journey, Not a Destination". I wonder if these little bits of thought provoking wisdom ever work their magic on anyone but me? My office is peppered with photographs of co-workers, past and present, dating back to 1971, the "extended family" ever changing. Perhaps therein lies the theme I've been searching for. Changes.

The Communications Department, like all of Public Safety in the Town of Boxford, is facing its greatest period of change and transition as we strive to meet the needs of this growing community. Our space needs and personnel needs have long since been noted in reports and documents for too many years now. The equipment needs for the 9-1-1 system alone will use up every available place we have at our console. There is no space to add console bays. Many shifts now consist of two dispatchers in some crude form of "dodgems" with office chairs crashing, one person tripping over the other as each attempts to handle the tasks of call-taking and dispatching. With the increase in activity levels, noise levels increase, more people enter and exit the room, the demand for our attention in multi-directions in such a closed environment attacks the senses, decreases stress tolerance levels and increases the risk of error. The unhealthy work environment must be one of the potholes on that road to success. A journey is never meant to be without its challenges.

It is the challenges of this work however that the dispatchers of this department meet daily and with great effectiveness despite the crowding obstacles in the roadway. Every statistic submitted by this and all Public Safety Departments has its starting point at our desk with our dispatchers.

Again Judith Stickney and Louann Bonny set the example of professionalism that we should all aspire to during their handling of some very serious Motor Vehicle Accidents. Their work was rewarded in praise and letters from the Police and Fire Chiefs, MedFlight Boston called to commend them, and in a welcomed move toward recognition of the work we do, Judith Stickney received a letter of commendation from the Board of Selectmen. On the journey to success there must be leaders and followers, these dispatchers definitely show the rest of us where to follow. I thank them, and all my co-workers in the Communications Department for their level of excellence, their willingness to help me meet the demands of these changes we face, moving forward on the journey toward success.

The following is a list of our employees, as well as our statistical data report filed by John Bain.

John Bain, Louann Bonny, Robert Corliss, Kristen Duncan, Warren Gould, Larry Kight, Judith Stickney, Kathleen Zolla, and the ever popular cat, Smokey.

Elizabeth Russell  
Director of Communications

# COMMUNICATIONS STATISTICS

YEAR END STATISTICS - 1993

ALARMS	Burglary	Fire	Equipt. Failure	Oper. Error	True Burg./Fire	Bill Posted Notices
Called in						
Private	578	29	34	156	46	10
Board						
Keltron	<u>227</u>	<u>17</u>	<u>27</u>	<u>56</u>	<u>4</u>	<u>4</u>
TOTALS	805	46	61	212	50	14

TELEPHONES	Police	Fire	DPW	Comm.	Wrecker	Ambulance	Other	Total
Incoming	23,460	5,052	752	2,610	74	76	2,302	34,326
Outgoing	<u>3,249</u>	<u>936</u>	<u>223</u>	<u>771</u>	<u>305</u>	<u>232</u>	<u>2</u>	<u>5,718</u>
Totals	26,709	5,988	975	3,381	379	308	2,304	40,044

AMBULANCE	Chaulk	Lyons	Cruiser	Other	Cancel/No Xport	Grand Total
Totals	57	126	0	10	- 32	161

WRECKERS	Bay State	Scotty's	Trombly's	Other	Cancelled	Grand Total
Totals	12	130	97	13	- 1	251

## **BOXFORD POLICE DEPARTMENT REPORT**

The year, 1993 signaled change for the Boxford Police Department. Douglas Warren retired on May 31st, after twenty-seven years of service as police chief. On June 1st, Deputy Chief Gordon A. Russell was promoted to the rank of Chief of Police. The change of command was greatly facilitated by the dedication and loyalty of the department's personnel.

Officer James Riter was appointed on July 19th as a regular patrolman filling the vacancy on the department created by Chief Warren's retirement. Officer Riter had served as a reserve patrolman since 1991.

Officer Louann Bonny was appointed to the force on November 15th, as a reserve patrolman, filling the vacancy created by Officer Riter's advancement in July.

The Drug Abuse Resistance Education Program (D.A.R.E.) graduated ninety sixth grade students at a ceremony at the Spofford Pond School. Officer Susan Longo is the D.A.R.E. officer for the department and each year works with the Boxford elementary schools in the many phases of this important program providing a positive example of police working with the community toward a common goal, a drug free environment.

The Boxford Police Department was accepted in November as a qualified participant in Project Northstar – Massachusetts, a program administered by state and federal agencies, providing local law enforcement with surplus military equipment for use in drug enforcement and drug education.

The departmental activity continues to increase as the community continues to grow, and as this growth occurs the quality of services provided by law enforcement cannot be compromised, always remembering that the number of officers on a police force is directly proportional to the size of the population policed.

As Chief of Police, I extend my sincere appreciation to the residents of Boxford, the town boards, committees and departments for their support and cooperation.

### **BOXFORD POLICE DEPARTMENT PERSONNEL**

#### **CHIEF**

Gordon A. Russell  
Douglas A. Warren, retired

#### **SERGEANTS**

Paul M. Bates, Jr.  
Ronald P. Giovannacci

#### **PATROLMEN**

Brian M. Williams  
John D. Iannazzo  
Robert D. Hazelwood  
Thomas J. Nentwig  
Bruce A. Klinger  
William G. Decoff  
Peter G. Orlando  
James B. Riter

#### **RESERVE PATROLMEN**

Harold W. Trombly  
Paul E. Polonsky  
John C. VanLoon  
Susan J. Longo  
Francine Gaynor  
Louann Bonny

#### **SPECIAL OFFICERS**

Harold O. Sederquest  
Joan Goldsmith

#### **POLICE SECRETARY**

Susan J. Longo

# Year End Statistics 1993

Type Code	Totals	Type Code	Totals
002 Rape	0	046 Phone Calls	88
004 Aggravated Assault	1	047 Suspicious Activity	681
005 Housebreak	27	048 Prowler	7
006 Larceny	67	049 Littering	18
007 Motor Vehicle Theft	4	050 General Service	214
008 Non Aggravated Assault	3	051 Officer Wanted	76
009 Arson-Bomb	0	052 Escort	2
010 Forgery	0	053 Prisoner Transport	0
011 Fraud	2	054 Assist Persons	137
013 Stolen Property	9	055 Property Check	280
014 Vandalism	73	056 Message Delivery	23
015 Weapon Violation	2	057 Animal Complaint	219
017 Sex Offenses	2	058 Assist Agency	35
018 Drug Violation	1	059 Assist Disabled M.V.	273
020 Off. Against Family/Child	3	060 Suicide	0
021 O.U.I.L.	9	061 Psychological Aide	7
022 Liquor Violations	2	062 Medical Aide	130
024 Disorderly	1	063 Reported Death	0
026 Other Non M.V. Offenses	1	064 Operation Concern	46
029 Runaway	8	065 Protective Custody	4
030 Repossessed M.V.	2	066 Fire Calls	249
031 Trespass	20	067 Burglar Alarm	1012
032 Civil Complaint	11	069 Assist Other P.D.	97
034 Threats/Harassment	19	070 Traffic/M.V. Complaints	2476
035 Warrant Arrests	23	ARRESTS	32
036 Summons/209A	35	VERBAL WARNING	1141
037 Local Ordinance	24	VIOLATIONS ISSUED	363
038 Missing Persons	13	WARNINGS ISSUED	1063
039 Lost/Found Property	21	071 Using MV w/o Authority	1
040 Disturbance-General	12	073 Speeding Complaint	15
041 Domestic	30	075 P.I. Accident	39
042 Disturbance-Guest	19	076 Non P.I. Accident	141
043 Disturbance-Gathering	3	077 Traffic/Parking	238
044 Disturbance-School	1	078 Abandoned M.V.	3
045 Noise Complaint	83	097 Recovered Stolen	2

Gordon A. Russell  
Chief of Police



## REPORT OF THE FIRE DEPARTMENT

The Boxford Fire Department wishes to make the following report to the citizens of Boxford for the year 1993.

### Responses to Calls for Assistance

Structural	1	Brush, grass, woods	40
Electrical		Investigations:	
Inside	6	Smoke in house	5
Outside	12	Smoke in area	4
Heating	6	Other	14
Appliances	4	False Alarms:	
Cooking	8	Home	55
Vehicle		School	10
Fire	17	Other	35
Accidents	55	Mutual Aid	15
with P.I.	58	Cellar Pumping	28
Medical Aid	129	Miscellaneous	16
other than			
motor vehicle			
Chimney	6		
TOTAL		TOTAL MEDICAL AID	
RESPONSES	466	SERVICES	191

The following is an account and report to the citizens of Boxford for the year 1993. Boxford's response to calls was increased again this year by 14.50% with the impact being on motor vehicle accidents that have tripled, and motor vehicle accidents with personal injury up 100%. The fire department responded to one structure fire with minimal damage to the dwelling. With Boxford's Fire Prevention Program and the continued use of smoke detectors by home owners, we continue to keep these numbers down.

The fire department purchased 1500 feet of 5 inch large diameter hose as approved at the annual town meeting. This enables the department to carry a total of 4,500 feet on the apparatus from east and west stations with added protection to both village areas.

1993 was a year of many accomplishments. The fire station open house, the defibrillator drive, the purchase of new protective turnout gear for all department members, and a new bay extension to the east fire station that was completed in November now housing Engine 1, a large diameter hose vehicle.

## EMERGENCY MEDICAL SERVICES

All department members are required to undergo continuous EMS training to maintain their skill levels and learn new techniques and procedures. Over 625 man hours were spent on this training during 1993.

The department was the recipient of the "Moore Emergency Response Award" for outstanding service and professional excellence during two major incidents which



occurred last summer. In addition, the department was also recognized for it's high level of efficiency and diligence by Boston Med Flight in a feature article which appeared in their fall newsletter.

October saw the culmination of one of the most involved efforts the Fire Fighters Relief Association ever conducted, the fund raising for a second Semi-Automatic Defibrillator for Engine 5. The committee comprised of town residents and fire fighters was able to raise sufficient funds in a record ten weeks! This life saving unit stands ready for use by Departments EMTs. Special thanks goes to the following residents: Chairman John Mulcahy, Robert Halloran, Alan Benson, Ara Nazarian, Wayne Merrill and Dean Spofford.

### TRAINING

In 1993, your fire department conducted 24 fire training sessions at which 31 members invested 1,488 man hours on Monday nights and several Saturday sessions.

The 1993 emphasis was on integration of the 5 inch Large Diameter Hose into our East and West village pre plans. We conducted live pre plan drills for each village utilizing the LDH and mutual aid units from Georgetown and Topsfield.

The Massachusetts Fire Academy conducted a 12 hour Self Contained Breathing Apparatus (SCBA) class. We sponsored the course which was attended by all of the BFD fire fighters and other area fire personnel.

We continued our basic programs including tours of all Boxford schools and libraries, and an ice drafting drill in February and hydrant and water source testing.

### FIRE PREVENTION

- |   |     |
|---|-----|
| 1. Number and type of inspections performed:  |     |
| Oil Burner/Oil Tanks  | 92  |
| Propane Tanks   | 33  |
| Smoke/Heat Detector   | 252 |
| Underground Storage Tank Removal  | 24  |
| 2. Number of Smoke/Heat Detector Permits issued for new construction and/or renovations | 108 |
| 3. Number and type of field inspections of public and commercial buildings:             |     |
| Summer Camps  | 10  |
| Kennels   | 2   |
| Commercial  | 15  |
| Churches  | 4   |
| Municipal   | 18  |
| Schools   | 11  |
| Miscellaneous   | 4   |
| 4. Burning Permits  | 785 |
| 5. Blasting Permits   | 16  |

## OPEN HOUSE

In May an open house was held at the fire department which attracted over 100 residents to view the equipment, the West fire station and talk to the fire fighters about their duties. A demonstration was held with the departments new large diameter hose (LDH) and the rescue's "Jaws of Life".

As a result from this open house 4 new recruits are presently in training for the department. They are Mark Bissell, Richard Hertel, Donald Kanter and Scott Lunn.

## OTHER DEPARTMENTS

We would like to thank all the wives and friends of the fire department that provided us with food during planned training events, standbys, meetings and during emergency situations. This support is invaluable to us.

The fire department appreciates the continued support from the citizens of Boxford and the cooperation and support from the Board of Selectman, Town Hall personnel, Communications Department, Police Department, Department of Public Works, Finance Committee, Planning Board and Building Inspector.

## BOXFORD FIRE DEPARTMENT PERSONNEL

### CHIEF

Peter C. Perkins

### DEPUTY CHIEF

Charles Goldsmith

### CAPTAINS

Al Beardsley

Ted Riter

### LIEUTENANTS

Ed Smith

Mathew Dustin

Ed Laverty

Larry Dolloff

### ADMINISTRATION

George Gould

### FIREFIGHTERS

Marcel Corriveau

Robert Corthell

Phil Drinker

Peter Fieldler

Tom Thomassen

Chad Fleck

Ted Foster

Alan Gould

Warren Gould

Bruce Klinger

Al Lucey

Joe Maglio (resigned)

James Nason

Mike Powers

James Riter

Bill Salie Jr.

Bill Salie III

Steve Sideri (resigned)

Roy Skinner

Matt Smith

Kerry Stickney

Scott Stickney

Shawn Stickney

Marc Warter

I want to especially thank the fire fighters and their families for the dedication and endless hours spent throughout the year.

Peter C. Perkins, Chief

## ANIMAL CONTROL (887-8135)

Rabies became the most significant Animal Control Issue of 1993. Since Massachusetts experienced its first confirmed case of Rabies on September 16, 1992 this Public Health threat has spread throughout the state, encompassing 175 towns and leaving only the counties of Barnstable, Dukes and Nantucket free of the raccoon strain of the virus. Statistics from the Massachusetts State Laboratory, Virology Division, Boston, MA indicate nearly 4000 animals submitted to the Laboratory for testing in 1993. Rabies Virus was identified in a total of 720 animals. The majority of cases were in raccoons, (585), with 80 skunks, 22 bats, 13 cats, 10 woodchucks, 8 foxes and 2 cows afflicted.

Boxford became a statistic in the Rabies epizootic fairly late in 1993 with the positive testing result of a raccoon exposure involving two West Boxford dogs on October 16, 1993. Positive confirmation of the submitted specimen from the State Laboratory Institute on October 19, 1993 was received, heralding our induction into the "Rabies Club". The state required two positive results in order to be considered "hot" or completely involved with Rabies. We achieved this designation in December, 1993 and ended the year with a total of three positive Rabies cases. It should be noted that we stayed Rabies-free considerably longer than some surrounding towns, very likely due to our extensive woodlands and undisturbed natural habitats. The message is clear — protect our natural resources and open spaces!

Approximately a dozen specimens were tested in 1993, predominantly raccoons but including two skunks. Excellent professional services for the decapitation/preparation and submission processes were provided by the Boxford Animal Clinic which utilized the Tufts Courier Service for prompt daily pickup and transport of specimens to the State Laboratory. Throughout a major change in proprietorship, the Boxford Clinic's submission and testing process continued with precision due to the efforts of a thoroughly competent and dedicated staff.

As the epizootic deepened, more effort was expended by Police and Animal Control personnel to chase down every reported sighting of suspect animals with a goal of evaluating any potential threats of incidences. Information was exchanged and relayed to our highly involved Board of Health. Some animals were subjectively given a pass and were not destroyed. It was felt necessary to euthanize others with various symptoms. A humane balance was a primary concern and was, I believe, achieved.

We learned as we went along where our areas of greatest concern occurred. It became evident that loose dogs were the greatest single controllable element which contributed to exposure problems. Many articles were and continue to be written warning the public of the risk of loose, unattended pets returning home with wounds of unknown origin or encounters with undetermined wildlife where the risk of saliva transmission could unknowingly bring Rabies into homes. The State passed a law requiring the vaccination of cats as a Public Health measure. The local results appear to indicate that a substantial proportion of residents have taken this seriously and have frequented Rabies Clinics and local veterinarians to immunize their felines. Many calls concerning allegedly feral cats have been followed up and evaluated. Presently, no major problems appear to exist with the local cat population, but continued



vigilance and vaccination of all felines, even if they are returned to a semi-domestic/semi-feral lifestyle is both the law and an inexpensive, humane and public safety necessity. Neutering of cat populations is also to be highly prioritized and desirable to avoid spreading of any disease.

An additional area of concern which continues to require attention is the procedure to be followed if and when a family pet arrives home with either a wound of unknown origin or, as several unfortunate families have experienced, proudly carrying a wildlife "trophy" in its jaws. The first and most important preventative action to be taken is to **put on gloves!** Before any handling of a wounded or trophy carrying pet begins, **put on gloves!** The animal should be isolated in a basement, spare room, etc., away from other pets and family members, **especially children**, and an evaluation of the situation should commence. In the matter of a dead carcass, it should be carefully removed, placed in a bag or container with no skin contact and safely stored away from family and/or other household pet contact. Animal Control should be notified immediately to pick it up for testing; **No Exceptions! Do not assume that you know the condition or status of such animal remains!** In the event of a wound of unknown origin, after **putting on gloves** general medical aid can begin with **thorough washing with volumes of sudsy water for 10 minutes. Washing is considered much more effective than dousing with hydrogen peroxide.** Any persons who feel unable to handle the initial wound management should contact their veterinarians *immediately* for advice. **Any animal who has not received a Rabies vaccination within the past 30 days requires a booster shot.** This ensures the safety of the health of the dog as well as family members, but **unfortunately does not permit resumption of usual doggy "kisses" for at least 3 months!** This is the most difficult aspect of the entire process, the ensuing 3 months quarantine either in strict confinement or close observation, (depending on the level of involvement as determined by the Animal Health Inspector.)

The above precautions should also be followed in the event of any human exposures to wildlife or feral animal bites or scratches or touching of carcasses or remains. **A person exposed should initiate washing for 10 minutes with sudsy water.** The caretaker in charge of any other person, family member, etc., should **put on gloves appropriate to the task, administer basic washing for 10 minutes with sudsy water and immediately notify their physician** in addition to the calls to Animal Control, Board of Health or Police personnel as needed.

Advice from Wildlife Management Officials indicates at this time that we can expect a high level of Rabies incidence throughout 1994 and possibly beyond with potential for some leveling off thereafter. It is important to realize that once an area becomes active with Rabies it remains to a greater or lesser degree within animal populations permanently and will probably flare up and subside cyclically. This means we must redouble efforts to exercise restraint of our animals, and pay careful attention to their vaccination schedules. There has been much confusion over the new state regulations regarding revised Rabies vaccination guidelines, i.e., the need for two vaccinations within 9-12 months apart in the animals' history. This can be complex and **should be explored immediately with your veterinarian before an incident occurs** to ensure that your pets will not be out of vaccinated status and potentially threatened with destruction!

Due to the experience gained over the past year, there is now much good information and advice available from local Veterinarian, Animal Control, Board of Health and other front-line personnel. Please do not hesitate to contact any of these sources as well as the State Department of Public Health in Boston. Rabies has caused us all to conduct our lives differently and to manage our pets differently than before, but with intelligence and responsibility and common sense we can learn to live with this ongoing concern.

Presented below are Resource Numbers which may be of value in providing you with further assistance.

THE M.S.P.C.A.  
(617) 522-7400

MASS. BUR. OF ANIMAL HEALTH  
(617) 727-3018

MASS. ENVIRON. LAW  
ENFORCEMENT  
(800) 632-8075

MASS. DEPT. OF PUBLIC HEALTH  
(617) 522-3700  
(EPIDEMIOLOGY-HUMAN-X420)  
(VIROLOGY-ANIMAL-X196)

MASS. DIV. FISH. & WILDLIFE  
(617) 727-3151

Helen L. Phillips  
Animal Control Officer



# **EDUCATION**

**Trustees of the Boxford Town Libraries**

**Elementary School Report**

**Mrs. Griffin Trust Fund**

**School Building Committee**

**North Shore Regional Vocational School Committee**

## BOXFORD TOWN LIBRARIES

10 Elm St.  
Boxford, MA 01921  
508-887-READ

188 Washington St.  
West Boxford, MA 01921  
508-352-READ

### LIBRARY TRUSTEES' REPORT

Trustees:	Helen Millstein, Chairperson	Term Expires 1995
	Peter Fiedler	Term Expires 1996
	G. Edwin Hadley	Term Expires 1996
	Judith Littlefield	Term Expires 1994
	Barbara Schaller	Term Expires 1996
	Dean Spofford	Term Expires 1995
	Enid Thuermer	Term Expires 1994
	Kathleen Ulman	Term Expires 1995
	Nancy Woolford	Term Expires 1994
Library Director:	Adele McConaghy	

Driving through Boxford during the past year, one can certainly see signs of growth and change. But another measure of our town's development is its library system. Visitors and circulation steadily increase. More "high tech" equipment has been added to accommodate the demands for information and research, calling on the expertise of our hard-working and dedicated staff and director. And the parking lots are always full. This is the result of public demand and support and the excellent publicity our libraries receive on the local and state level.

The Public Trustees once again have given most generously. The gifts include custom-made furniture for the Cummings Room and greatly needed reference sources; such as software for our CD ROM, popular business publications and newly published reference books. They have enabled us to maintain an excellent up-to-date and highly used reference section.

The "Friends of the Boxford Town Libraries" with Maureen Archer and Becky Peters as Co-Chairpersons, had a most successful membership drive and a great book sale. Their Family-Day in December with hayrides, hot chocolate and entertainment was thoroughly enjoyed by all. The very popular and well-used museum passes are provided through the generosity of the "Friends". An Apple IIC computer is now part of the Young Adult section, a gift from the mother of Co-Chairperson, Becky Peters. The new photocopy machine at the West Boxford Library is also a gift from the Friends. We are truly fortunate to have such a large group of strong library advocates.

Our Children's Librarian, Jeanne Pucci, continues to give her best to Boxford's children. The very popular story hours are always full to over-flowing capacity in both libraries. The Tiny-Tot hours feature stories, songs, and games for children under three which involves parent-child interaction. The Spelling Bee in March, the Easter Egg Hunt, the Halloween program and the summer reading program "Set Sail on a Sea of Books" are all results of her efforts.

Once again this year, our Director, Adele McConaghy, obtained a grant for adult programming. Through the Foundation for the Humanities, she was able to bring us an exceptional series, "Different People; Different Places". Marta Wallister from

Lesley College and Barbara Ann McCahill from Bradford College led the discussions that focused on Native Americans, Europeans and the environments they created. In keeping with her emphasis on staff training, the Director obtained a grant from the state to provide in-house, hands-on training on the Macintosh Computer for the staff. Thanks to the creativity of our director, the Library's Fourth of July float (sailboat and all) won the award for "Best Use of Imagination". We received national recognition when the Vice-President and Editor-in-Chief, Lillian Gerhardt of *School Library Journal* visited the Boxford Village Library in August and a picture of the float was published in the October issue of that publication.

The position of Assistant Director was added to the Libraries for the first time this year. Linda Pucci of Boxford was promoted to this position in September. In this time of ever-increasing demands on our library services, the Assistant Director has worked closely with the Director in developing many fine new programs and enhancements for our two libraries.

Our art exhibits have been excellent, thanks to the efforts of our volunteer art coordinator, Mary Lou Matoon, who continues to search for the best in local talent. Our exhibit cases at both libraries have been filled with unusual and interesting displays each month due to the efforts of volunteer Marilyn May. Spearheading our "Dewey-Decimal" Committee are Eleanor and Cliff Rock, "Dewey Master" volunteers who keep our book collection in perfect order. The popular two-day Bridge Tournament in April, co-chaired by Roberta Cargill and Dorothy Titcomb, was a successful fund-raiser and a fun day for bridge players. Our Libraries are most fortunate to have many other dedicated volunteers, too numerous to mention, who continue to give of their time and efforts to improve the quality of service at the Libraries. We are most grateful for their generous support.

New additions to the Libraries this year have enhanced our service to the public. In addition to the Apple IIC computer, a new and more efficient photocopier and a C.D. ROM were added to the Boxford Village Library. The West Boxford Library now has a user-friendly computer ported into the MVLC for patron use. A new roof was put on the Boxford Village Library in September. For possible future use, a most generous offer from Mr. and Mrs. Charles Cotton enabled the Town to purchase property abutting the Boxford Village Library.

The Libraries are grateful that even in times of budget constraints, we still manage to have some "extras" thanks to the Boxford Garden Club. President Phyllis Fischer and Garden Club members continue to tend the grounds and add wonderful seasonal greenery and fresh flowers to both Libraries, bringing a touch of color and beauty into all our lives.

With the splendid generosity of donations, time and support from the people of Boxford, we can carry on our tradition of the best possible service to all. It's a constant challenge, but one that is cheerfully and successfully met, year after year. Let us not forget that our Libraries are our cultural and information centers — expressions of Boxford's hopes, growth, and vitality. A special thanks to all the Boxford Boards and Committees for making the Boxford Town Libraries a reflection of our warm and friendly community.

Statistics:

Twelve months ending December 31, 1993:

Circulation:	72,764	Magazines:	165
Weekly Hours:	87	Newspapers:	15

# SCHOOL COMMITTEE REPORT

## School Committee

Holly Langer, Chairperson	Term expires, 1994
Charles Costello, Vice Chairperson	Term expires, 1996
Sharon Benson	Term expires, 1994
Stephanie Meegan	Term expires, 1995
Robin Phelan	Term expires, 1996

School Superintendent, Joseph J. Connelly, Ed.D.

Assistant to the Superintendent., Robert R. Milley

Administrator of Special Education, Vickie Charlton

## School Committee Operation

The Boxford School Committee holds regular meetings generally once every three weeks throughout the year. Meetings are usually held on Thursdays at the Cole Elementary School. Meeting times vary and do include some afternoon sessions. Interested citizens should check notices at the Town Hall which are posted two days or more in advance of any scheduled meeting. Sessions are open to the public and citizens are encouraged to attend. Individuals or groups may suggest an item to be placed on the agenda by forwarding a written request to the Superintendent of Schools.

The major objective of the Committee continues to be provision of the highest quality educational program within available funding resources. The grade level organizational structure locates Kindergarten through Grade Two at the Cole Elementary School and Grade Three through Grade Six at the Spofford Pond Elementary School. Ongoing curriculum renewal is provided through a strategic planning effort which addresses a major curriculum area on an eight year cycle for each subject. The current school year, 1993-1994, is the third year of a curriculum initiative to revise the elementary social studies curriculum. It is also the first year in the process for updating the elementary reading/ language arts program.

In the fall of 1993, the School Committees of the Boxford, Topsfield, and Middleton elementary schools approved a proposal to include Middleton as a member of the School Union. The tri-town unionization plan was the result of a full year of planning and investigation of potential educational and fiscal benefits to all communities. Under the Tri-town Union, each town continues to have its locally elected school committee retain responsibility for its budget, programs, and local staffing. The Superintendent, Assistant Superintendent, Special Education Administrator, and other Central Office staff are shared positions serving all three towns. More consistent and equitable educational experiences for all elementary students who go on to Masconomet Regional Jr./Sr. High School is one expected positive outcome. The Tri-town School Union was officially established on December 1, 1993.

The School Committee continues to support effective utilization of the school plants for educational, cultural, and community-based activities. As an example, the Horizons Program, under the able direction of Nancy Vose, offers more than forty enrichment courses in six locations during both the fall and spring semesters. Also, an



extended day care program, sponsored by the Merrimack YMCA, for school-aged children is available to Boxford families. Utilizing the Spofford Pond School facility, more than fifty children are supervised in this important program either before or after school between the hours of 7:00 A.M. and 6:00 P.M. each school day. Boy Scouts, Cub Scouts, Brownies, recreational basketball for children and adults, and indoor soccer are only some of the regular weekly activities in our schools. Many town boards and committees also meet regularly in the school facilities.

A School Building Committee has continued to operate during 1993. Construction of the Cole School addition was complete in the fall of 1990, resulting in eight classrooms and other functional areas being added to the existing building to accommodate the school enrollment increases. Renovation and expansion of the Spofford Pond School commenced in the spring of 1990. Along with extensive renovations, five classrooms, a music room, art room, and other areas were added to Spofford Pond School via an addition completed in the summer of 1991. An update on the current status of School Building Committee activities is offered at the end of this report. The School Committee, on behalf of the community, commends the dedicated service of the School Building Committee and the school administration for their dedication and leadership in providing appropriate and excellent facilities for our growing school population.

In light of limited state financial support, other resources have become most important in maintaining excellence in our programs. The Jonathan Tyler Barker Fund, as well as parent and civic groups, such as the Boxford P.T.O. and the Tri-Town Foundation, have been among the few steadfast avenues of support for special school projects. The School Committee acknowledges and commends the outstanding contribution and support the Boxford Parent/Teacher Organization has provided for the schools. The enrichment programs and materials, computer equipment, cultural activities, educational field trips, and other resources that result form the fiscal support of the P.T.O. have clearly served to provide the breadth of experiences for students that the classroom alone cannot deliver. The ongoing communication and moral support from the Parent/Teacher Organization have served to bring parents, teachers, administrators, and committee members together with the goal of providing an education of the highest quality for all Boxford children.

The School Committee expresses special recognition to teachers Maybeth Oberti, Marilyn Guptill, and Anderena Wallace, all of whom retired at the end of the 1992-1993 school year. Years of service were 24, 25, and 23 years, respectively. The dedication, skill, and warmth consistently demonstrated to the many students served through the years by these fine teachers exemplified the best that the Boxford Schools had to offer. In June of 1993, Dr. Jennie DiBartolomeo, Cole School principal since 1991, resigned her position in which she served admirably. Her strong organizational efforts and knowledge of curriculum were an asset to our schools. James Platt, Jr., elementary teacher, is serving as acting principal during 1993 -1994.

**School Enrollment, October 1, 1993**

	K	T	1	2	3	4	5	6	TOTAL
Harry Lee Cole School	108	12	123	122					365
Spofford Pond School					135	103	106	108	452
					DISTRICT TOTAL				817



### Enrollment Trends — past six years

Year	Students	Increased	Increased
1987-88	594	+17	2.9%
1988-89	622	+28	4.5%
1989-90	643	+21	3.4%
1990-91	681	+42	6.5%
1991-92	711	+30	4.2%
1992-93	767	+56	7.9%
1993-94	817	+50	6.5%

The above figures indicate an increase in enrollment in the Boxford Elementary Schools of 244 students over a seven year period. This represents nearly a 38% increase in the student population over this time period. Due to the rapidly expanding school population, a Space Study Committee has been formed to accurately assess the classroom needs for Boxford through the late 1990s and beyond. A comprehensive report on projected needs will be available in the spring of 1994.

### Fiscal

The budget development process is an extensive and involved task during which the Committee must make difficult decisions to bring into balance both the financial concerns of the community and elements of high quality, appropriate educational services. Increasing costs associated with increased enrollment, school transportation, special education, building maintenance, and minimal salary increases, must be addressed with consideration of diminishing fiscal support from the state.

The School Department budget for the year 1993 - 1994 is as shown:

General Administration and Supervision	\$ 256,466
Instructional Salaries	1,502,567
Instructional Materials	72,130
Other School Services	39,686
Regular Transportation	143,956
Fuel and Power	88,071
Building Operation and Maintenance	149,401
Special Education	433,427
TOTAL	\$2,730,766

Escalating costs within the special education program, mandated by Chapter 766, make the task of balancing school needs with available resources even more difficult. The Committee makes every attempt to access state and federal funding. As examples, P.L. 94-142, P.L. 89-313, and Chapter One were utilized to help offset costs for special education and compensatory education staff. State funding received through Chapter Two is used to provide materials for its early childhood programs.

### Grants

In the area of Special Education, Project Tutor Grant (94-142) and Project Help Grant (89-313) are two continuing federal grants that contribute to provision of a

school adjustment counselor, three special needs teacher aides, materials, equipment, and teacher in-service training.

In Fiscal Year 1992/93, a Per-Pupil Grant was received from the State Department of Education in the amount of \$71,100 (\$100 per pupil). Increased school nurse coverage, reading specialist time, fine arts instruction, a technology aide position, and instructional supplies were included in grant expenditures.

A Dwight D. Eisenhower Title II grant was awarded that helps support staff development programs in elementary mathematics. Teachers participated in numerous summer workshops in Math Their Way and AIMS, an integrated math/science program. A PALMS grant was also awarded by the State Dept. of Education to assist in improvement and expansion of the mathematics curriculum.

A grant from the Governor's Alliance Against Drugs is used to provide training and materials for implementation of Project Charlie, Here's Looking At You 2000!, and D.A.R.E. – programs for self-esteem development and substance abuse awareness.

The schools of Boxford, Topsfield, and Middleton, including Masconomet Regional were awarded \$116,524 for a Comprehensive Health Education and Human Services grant by the Commonwealth of Massachusetts. This grant, overseen by a broad-based Tri-town Health Advisory Committee is issued to fund health curriculum development and many other school and school community initiatives.

A state-sponsored SPRIG Grant was awarded to our schools for the funding of activities to help identify support services other than Special Education programs for children in need. Beyond dealing with the pre-referral process, strategies for inclusion of children currently with Individualized Education Plans in the regular classroom setting are being studied.

The Tri-town Educational Foundation is a non-profit local citizens' group that raises funds through a donation program for the sole benefit of the Topsfield, Boxford, and Middleton Schools. During the current school year, funding provided by the Tri-town Educational Foundation supported many initiatives at the Spofford Pond School. Technology materials for fifth grade science, interdisciplinary fine arts materials, social studies enrichment materials for geography in grade four, and for archaeology explorations in grade six were funded. The Cole School received Foundation funding for a Native American unit, science materials related to the investigations of oceans, and materials for a grade one unit on China. An annual fundraising telethon is sponsored by the Tri-town Educational Foundation to support the direct benefits provided to the schools.

## **Educational Reform**

On June 18, 1993, the Commonwealth of Massachusetts, as have many other states, passed legislation for state-wide systemic school reform Chapter 71, the Educational Reform Act of 1993, contains four essential components of reform:

- 1) New programs and standards that will ensure high achievement for all students;
- 2) A fair and equitable system of school finance;
- 3) A governance structure that encourages innovation and accountability at all levels;

- 4) Standards and processes that will enhance the quality, professionalism, and accountability of all educational personnel.

The Department of Education is currently overseeing the development of curriculum frameworks in several subject areas as well as a Common Core of Learning for all students. A Foundation Budget has been established for each district in an attempt to make resources more equitable state-wide. School based management is strongly supported and School Councils have been formed in every school as an advisory body to the School Department in several areas of school operations. Teacher recertification, extensive professional development reform, and an early retirement incentive program have been enacted as a result of the Reform Act. The Boxford Schools have aggressively moved forward on the four components while recognizing that many of the activities prescribed in the new law will take time to be put fully in place.

### **School Committee Goals**

Each school year, the School Committee establishes goals for the improvement of education in the Boxford schools.

## **BOXFORD SCHOOL COMMITTEE OBJECTIVES, 1993-1994**

### **Curriculum and Instruction**

1. To insure adopted curriculum is fully implemented by all grade level staff through the: a) provision of appropriate instructional materials, b) initial and supplemental training in teaching methodology, c) supervision, and d) evaluation.
2. To endeavor to expand enrichment opportunities in grades K-6 for students with high ability and interest in specific curriculum related strands as well as to promote higher level thinking to all students.
3. To continue to implement the objectives of the Tri-town Pre K - 12 Comprehensive Health and Human Services Grant.
4. To continue the curriculum Revision Cycle process: supporting the continued implementation of the math program, the phasing in of the new social studies program, and the initial research and pilot of the language arts program.
5. To consider implementation, if funds permit, of foreign language instruction in the elementary curriculum.
6. To evaluate the efficacy of our current professional development program and initiate modifications to better meet the needs of students and staff.
7. To continue to promote practices that improve curriculum consistency within each grade level; and, to assess priority transition issues between grades 2 and 3 and grades 6 and 7 for the purpose of making these transitions as smooth as possible.

### **Organization**

8. To support initiatives of the Educational Reform Act with appropriate staff training and other activities.
9. To continue to maintain class size standards appropriate for each grade level.



10. To maintain the newly renovated and constructed school buildings and grounds to the highest level possible; and, to initiate a Space Needs Study with the goal of long term building needs recommendations being prepared by the Spring of 1994.
11. To continue to take all necessary steps to meet the requirements of and access to the opportunities of State and Federal Grants Programs and initiatives.

### **Community Interaction**

12. To encourage involvement of parents and community members to interact with school personnel through: volunteerism, forums, School Councils, small focus groups, Long term Strategic Planning, and, with the additional inclusion of appropriate Masconomet and Middleton personnel, the curriculum review and revision process.
13. To work closely with all town-wide boards and committees in promoting and obtaining support for the elementary school budget and programs.

### **Curriculum Development**

The primary curriculum offered at the Cole Elementary School is developmental; that is, it is designed to provide learning experiences that closely match the manner in which young children acquire knowledge and skills best. Activities that closely reflect the child's natural environment and maturity level assist in concept development and acquisition of a natural progression of skills that are motivational and failure free. Reading skills are taught by addressing children's total range of experiences with language, to include listening, writing, speaking, and decoding skills. During the summer of 1992, a reading seminar was established at which teachers examined the integration of elements of phonics with our whole language approach which has been extremely successful in Boxford. Various strategies were devised to expand the instructional repertoire of staff to assist in dealing with the wide range of abilities and learning styles within a classroom. Math and science concepts are acquired through extensive hands on experience and problem solving activities with concrete objects. Educators from numerous other school districts have visited the Cole School to observe various curricular activities in action.

In accordance with the regular curriculum development cycle, a broad-based Elementary Social Studies Committee consisting of teachers, administrators, and parents from Boxford, Topsfield, Middleton, and Masconomet Regional was initiated in the fall of 1991. The Committee reviewed the existing social studies program and considered a variety of alternatives for improvement. A Statement of Philosophy was developed by the team and shared with the entire school community. A clearly defined program that incorporates research skills, critical thinking, communication competencies, and an ability to process and analyze information resulted from the participatory development of this curriculum. After extensive piloting, the Houghton-Mifflin Social Studies program was selected for adoption. Staff development opportunities and program implementation commenced in the fall of 1993.

The elementary mathematics curriculum was revised during 1990-1992. Math Their Way, a hands-on approach to conceptual learning, is a major component of the primary program. The Addison-Wesley text series was adopted for use in grades 3-6.

In its implementation phases, the school department is exploring additional ways to meet individual needs through enrichment activities and materials and also through use of microcomputer applications.

An Elementary Reading/Language Arts Curriculum Committee has been established in the fall of 1993 to begin the review and research phase of the process for renewing this curriculum. Teaching staff, administrators, and parents representing all three tri-town communities and Masconomet are represented on this committee.

A Report Card Revision Committee developed improved progress reports that were implemented during the 1993-94 school year. Separate report cards were devised for Kindergarten, for Grades 1 and 2 and for Grades 3-6. A major accomplishment at the primary level was the adoption of a report card appropriate for the school district's developmental curriculum. In the upper elementary grades, the revised report cards include some new areas, such as computer lab and library skills, and also offer increased opportunities for commentary on personal/social growth.

### **Early Childhood Education**

In the fall of 1991, the kindergarten program at the School was restructured to have a three full day schedule in contrast to the previous five half-day schedule. The full-day concept was originally explored several years ago by the Early Childhood Education Committee. Many positive educational benefits have been realized by the extended day, one major benefit being the ability of students to participate in more comprehensive projects without interruption or premature dismantling. An optional kindergarten activity program, offered on a user-fee basis, is available on those days students are not in regular school session. Staff and parental feedback on the effectiveness of the restructured kindergarten has been very positive.

Efforts of an Early Childhood Education Committee resulted in expansion and improvement of the district's outreach in identifying special needs students within the 3-5 year-old population so that early intervention services could be provided. An integrated preschool program has been established at the Steward School in Topsfield to provide an environment in which both special needs and model students share participation in developmental learning activities. Several Boxford students are enrolled in this cost-effective and purposeful program.

### **Educational Technology**

A micro-computer lab continues to be utilized at the Spofford Pond School in which students are involved in a variety of activities such as writing, language arts, math problem solving, social studies enrichment, and science. The lab now includes Macintosh and IBM compatible hardware that has been acquired through the support of the Boxford PTO and a supplementary per-pupil grant from the Commonwealth of Massachusetts. Preliminary efforts in the use of CD-ROM technology in research and social studies skills are ongoing. A part time computer specialist position has been established to assist staff and students maximize the quality of experiences in the lab and in use of other technologies. Computers provided through P.T.O. support are also used at the Cole School in classroom settings for integration with process writing activities. Both schools have benefited by the donation of individual computers from residents of the town. Laser disk players in each building have been acquired through P.T.O. donations. These are utilized in classrooms to access a wealth of video resources available for elementary science.



Teachers and students at Spofford Pond continue involvement in the Massachusetts Corporation for Educational Television's Mass LearnPike Project. This project links Spofford Pond by satellite and computer to other schools across Massachusetts and beyond. Membership in the Mass LearnPike enables staff and students to interact with experts in a wide variety of curriculum areas in an interactive format through the use of telephone, television, and computer linkages.

### **Assessment Program**

The Massachusetts Educational Assessment Program (MEAP) continues to be delivered every other year in the spring to students in grade four. These Assessment Tests deal with reading, math, science, and social studies and provide information to the schools on areas of curriculum and instruction, assisting the district in identifying any strengths and weaknesses in their programs of study. In the spring of 1992, the Assessment Tests, for the first time, included open ended questions requiring narrative answers in an effort to evaluate problem solving and communications skills. Boxford scores were extremely high in comparison to districts designated as similar by the Dept. of Education. This affirmed that the effort and resources dedicated to an aggressive ongoing process of program renewal has resulted in our curriculum being current, comprehensive, and expertly delivered. A further refined version of the MEAP will be administered in May of 1994.

In May of each school year, the Boxford Elementary Schools has utilized the Iowa Tests of Basic Skills in reading, language, math, and work-study skills in an effort to obtain detailed information on the ability and growth of individual students in numerous sub-skill areas so that appropriate instructional programs may be prescribed. These tests are administered in grades three and five. The National Achievement Test in reading and language arts is administered annually in May to grade two students. Results are shared with the teaching staff and individual student reports are sent home to parents.

Results from all components of the standardized testing program are utilized in conjunction with direct teacher input in an attempt to monitor, evaluate, and continually fine-tune the instructional process. The administration is committed to an ongoing review of the assessment program in an attempt to maximize consistency between curriculum goals and the system for evaluating those goals. Activities were initiated in the fall of 1993 to consider research based alternatives to our current program that may better serve the needs of staff and children.

### **Teacher In-Service Training**

The district continues to place strong emphasis on planned staff development programs that focus upon curriculum priorities and individual staff needs. Topics for staff development programs in the year 1993-1994 included transition grade planning, implementation of social studies curriculum, mathematics enrichment, integration of technology with the curriculum, reading/writing connections, developmental curriculum and learning styles, planning for parent informational events, training for implementation of health education curricula, student publishing, and teacher sharing opportunities. The Committee provides incentives through tuition reimbursement programs for teachers to pursue graduate level coursework outside of the school day. It is the position of the Committee that this ongoing renewal process facilitates

implementation of new curriculum and instructional techniques and enables teachers to maintain their professional skills. A well-trained and competent professional staff will benefit all students in the schools through increased awareness of new instructional strategies and current content.

## **Comprehensive Health Education**

A major Comprehensive Health and Human Services Grant was awarded to the Boxford, Topsfield, Middleton elementary schools and Masconomet Regional to deal with many aspects of K - 12 health education. The grant proposal was developed by a school/community based Health Advisory Council and directly reflects the needs in health education and services as determined by a series of surveys given to parents, teachers, and students. Funding provides the services of Nora Zinan, Health Education Coordinator, who facilitates many aspects of our three-year plan. Expansion of guidance counseling services has been funded. A curriculum subcommittee actively reviews and recommends programs, materials, and objectives in areas such as self-esteem promotion, substance abuse awareness, personal safety and physical abuse prevention, nutrition, and AIDS education. The grant provides for materials, resources, and staff training. Informational activities for parents, personal wellness activities for staff, and coordination of school health policies and procedures are but a few of the initiatives that have been undertaken. The overall goal of the Comprehensive Health Initiative is to establish conditions that would promote the total health and well-being of students so that they can maximize their potential as learners and strive toward educational excellence.

A grant sponsored by the Children's Trust Fund enabled the Boxford Schools to expand Kids and Company, a personal safety and physical/sexual abuse prevention program adopted in 1991, into Boxford's elementary classrooms. Staff in-service training is donated by Boxford resident, Stephanie Meegan.

Since 1991, The D.A.R.E. program has been expertly delivered to all grade six students at Spofford Pond by Police Officer, Susan Longo. D.A.R.E., operated through grants and donations, provides valuable information and skills to students regarding substance abuse during this impressionable time in their growth and development.

## **Special Needs Education**

School districts are mandated by state and federal laws to provide special education services to those students with a special need who require support in order to make effective educational progress and to ensure that these services occur in the least restrictive environment.

As of January 1994, there were 168 special needs students in the Boxford Elementary Schools including 48 at Cole, 104 at Spofford Pond, 4 in outside placements and 12 preschoolers, several of who are enrolled in our Topsfield/Boxford Integrated Program. The percentage of Boxford students (Kindergarten through 6th grade) receiving special education services is approximately 19% which is slightly higher than the state norm.

During the 1993-94 school year, the Special Education staff consists of Special Education Administrator, a part-time assistant to the Administrator, a special education secretary, 3 resource room teachers, 2 resource center teachers, 7.5 aides (including 4 who work with specific individual students whose physical handicaps

require one-on-one assistance), 2 part-time counselors, and two speech therapists (one full-time and one half-time).

The support offered to students in the Boxford Schools range from monitoring their progress in the regular education classes and consulting with their regular education teachers, to total academics in a substantially separate language-based program. As a school system, Boxford is deeply committed to mainstreaming our special education students and continues to pursue effective ways of integrating all our children into regular education programming.

When the need for specialized support services arises, the town contracts with outside vendors. This year we're utilizing different private agencies and individuals to provide occupational therapy, physical therapy, low vision services, and adaptive physical education.

Boxford also belongs to the Greater Lawrence Educational Collaborative which is comprised of several Merrimack Valley school districts who come together with shared concerns. It provides programs for low incident special needs students, serves as a resource to address special education issues, and offers many needed support services. At present, three of our outside placement students are in collaborative classes.

Parent involvement in Special Education is strongly encouraged and always welcomed. Topsfield and Boxford parents of special education students have joined together to form the Parent Advisory Council (PAC) and are currently looking at having the Middleton PAC merge with us. The PAC meets regularly during the school year. It has served as an arena for parents to discuss mutual concerns, arranged for a variety of speakers, created a lending library, sponsored fund raising and other events, and provided input into the Special Education department's programs and policies.

**Health Services**

The Health Service in the Boxford Schools is performed by Dr. James Brackbill, School Physician, Lynne Nechtem, School Nurse at Cole School, and Rosemary Smaha at Spofford Pond School. The responsibilities of the health personnel include:

Physical Exams	38 students in both schools
Mass. Vision Tests	All students, 28 referrals
Mass. Hearing Tests	All students, 15 referrals
Kindergarten Screening	104 students, 6 referrals
Tuberculosis Testing	All new staff, volunteers and bus drivers
Postural Screening	196 students in Grade 5 & 6, 8 referrals
Home Visits	2 at Spofford Pond, 19 at Cole

In addition, 11,930 ill and injured children were seen and treated in the health suites. There were 49 reportable accidents. Medications were administered as prescribed by the physicians. Emergency medications are kept in both health suites and dispensed as needed. Mrs. Smaha and Mrs. Nechtem maintain current CPR certificates, attend conferences and read publications to keep abreast of both local, state and national health concerns and issues.



All students are weighed and measured each year. Each year health records are reviewed and updated. As of November 1, all students were compliant with the state immunization requirements. The law requires exemption from immunizations are accepted for religious or health purposes only.

In addition, Mrs. Smaha taught a Family Life class of 103 fifth graders. At Cole School, Mrs. Nechtem was part of the Pre-School Screening Team and tested 3 and 4 year olds for vision and hearing. Kindergarten registration was held at Cole School in February. A team of two review immunizations, check birth certificates and discuss health issues. In addition, both nurses provided AIDS and rabies education for all staff and rabies information for students at both schools.

The nursing staff provides a resource for the community for current health problems. In the past year, the school nurses detected 8 cases of head lice. This necessitated the screening of other family members and the child's class or grade level. The nurses also provided information to staff and families on the treatment and prevention of head lice. Nurses are also involved in maintenance of attendance records and are frequently part of the Child Study Team process. As members of the Tri-town Health Advisory Council, they are further involved with the standardization of procedures and health policies.

### **School Lunch Program**

The 1992-1993 school year was successful for the school lunch program.

During the 1992-93 year, the Spofford Pond and Harry Lee Cole Schools served 57,778 reimbursable lunches. The price of these lunches was \$1.25. The price has remained the same for the past two years. The Boxford School Lunch Program is a member of the Metro-North Collaborative. The pricing that we have received purchasing with this group as well as the use of government commodities has helped the lunch price from being increased.

Free and reduced priced lunches are available to students whose families meet federally established income levels. Parents are urged to contact their building principal at any time during the school year regarding potential eligibility.

Senior citizen meals were served at Spofford Pond School. All senior citizens are encouraged to participate in the program. The cost of a lunch was \$1.25.

A brief statement of the 1992-1993 school year finances is shown below:

#### **Receipts**

Beginning Balance	\$19,414
Pupil Sales	66,549
Adult Sales	6,822
Reimbursements	<u>19,247</u>
Totals	\$112,059

#### **Expenditures**

Food	\$45,698
Labor	40,589
Other	<u>13,025</u>
	\$99,312

Cash Available — \$12,747

# Staff Directory

<u>Cole School</u>	<u>Grade</u>	<u>Appointment</u>	<u>Degree</u>	<u>College or University</u>
James Platt	Principal	1993	BS M.Ed.	Boston State Salem State College
Cynthia Hunt	K	1981	BS M.Ed.	Salem State College Salem State College
Carol Weitzman	K	1991	BA M.Ed.	S.U.N.Y. Courtland Boston University
Mary Anne York	K	1991	BS	Salem State College
Barbara Acqua	K Activity	1993	BS	S. Conn. State
Debbie Cahill	K Activity	1992	BS	Salem State College
Jennifer McEachern	K Activity	1992	BS	Salem State College
Deborah Mahoney	T	1974	BS	Salem State College
Nancy Ames	1	1987	BS M.Ed.	University of Colorado Lesley College
Margaret Cook	1	1977	BA M.Ed.	Principia College Antioch College
Susan Giovannacci	1	1985	BS M.Ed.	Salem State College Lesley College
Sherry Moore	1	1973	BS	New York University
Mary Lee Kennefick	1	1989	BA MS	Westfield State College Wheelock College
Peggy Russell	1	1992	MA	Lesley College
Virginia Douglass	2	1964	BS	Salem State College
Thaya Lane	2	1992	BS	Salve Regina University
Terry Marcille	2	1980	BS	Univ. of Massachusetts
Harriet Ernst	2	1962/67	BA	Univ. of Massachusetts
Ellen Casey	2	1986	BS	Northeastern University
Cynthia Olansky	2	1991	BS	Bridgewater State

<u>Spofford Pond School</u>	<u>Grade</u>	<u>Appointment</u>	<u>Degree</u>	<u>College or University</u>
Bernard Creeden	Principal	1980	AB M.Ed. Ed. D.	College of Holy Cross Salem State College Boston College
Pamela Bateman	3	1975	BS	Framingham St. College
Leslie Hamilton	3	1969	BA	Merrimack College
Renee Hamilton	3	1976	BS M.Ed.	Wagner College Regis College
(on leave)				
Christina Lanning	3	1993	BS	University of Miami
Mary Mann	3	1987	BS	Framingham St. College
Jacqueline Murphy	3	1985	BA	Tufts University
Christine Cotti	3	1987	BA	Lowell State University
Della M. Baur	4	1985	BS	Towson State Univ.
Jamie Becotte	4	1993	BA M.Ed.	University of Lowell University of Lowell
Mary Gigandet	4	1993	BS M.S.	College of St. Rose S.U.N.Y. Albany



Joanne Green	4	1992	BS	Merrimack College
Beth Ann Lewis	4	1986	BA	Carleton College
			M.Ed.	Lesley College
Jeannie Ward	4	1988	BS	Lesley College
			M.Ed.	Lesley College
Debra Auday	5	1987	BS	BIOLA University
			M.Ed.	Lesley College
Keline Grose	5	1992	BS	State University of N.Y.
			M.Ed.	Nazareth College
Dorothy Pirrello	5	1990	BS	Lesley College
Richard Bateman	5	1970	BS	Salem State College
Edward Guazzaloca	5	1986	BS	Salem State College
Jean Carosi		1993	BA	Newton College of Sacred Heart
Kimberly Economos	6	1993	BA	University of N.H.
			M.Ed.	University of N.H.
Joseph Pittella	6	1993	BA	Salem State
Susan Robinson	6	1978	BS	University of Vermont
Mary Ellen Sorensen	6	1987	BS	Univ. of Massachusetts

<u>Specialists</u>	<u>Subject</u>	<u>Appointment</u>	<u>Degree</u>	<u>College or University</u>
Pauline Boudreau	Art	1991	BA	Mass. College of Art
Robert Sparkes	P.E.	1977	BS	Boston State College
Serena Caperonis	Reading	1993	BA	Goucher College
			M.Ed.	Lesley College
Donna Morton	Reading	1989	M.Ed.	Lesley College
Heidi Canner	SPED	1988	BS	Univ. of Massachusetts
			M.Ed.	Lesley College
Jean Ferguson	SPED	1992	BA	Connecticut College
			M.Ed.	Lesley College
Linda Piecewicz	SPED	1979	BS	Salem State College
			M.Ed.	Butler University
Heather Walker	SPED	1987	BS	Gordon College
			M.Ed.	Lesley College
Elizabeth Lynaugh	SPED	1990	BS	State University of N.Y.
			M.Ed.	Lesley College
Martha Bonaventura	SPED	1989	BS	Emerson College
			MS	Emerson College
Joan Corradino	Guidance	1987	BS	Wagner College
			M.Ed.	Tufts University
Virginia Simon	Guidance	1986	BA	Case Western Reserve
			M.Ed.	Tufts University
Ellen Matarazza	Speech	1993	BA	Boston College
			M.Ed.	Northeastern University
Joanna Spinosa	Music	1993	BM	University of Hartford
Elizabeth Shepard	Music	1989	BS	Lowell State College
Cheryl Billings	Music	1992	B.M.E.	Gordon College

## MRS. GRIFFIN TRUST FUND

The Mrs. Griffin Trust Fund provides for awards, known as Mrs. Griffin Prizes, in the form of \$200.00 cash prizes given each year to the outstanding students in the graduating class of the Boxford Public Schools. The prizes, provided from the Fund established by her family, are in the memory of Isabelle Anne McManus Griffin, Teacher, Principal, Head Teacher, and former resident of the Town. The fund was established in 1990. The recipients have been:

1990	Julie Roden Dana Steer
1991	Kim Barrell Khatija Ladhani Stephen Palenscar
1992	Ashley Langer Timothy Roden
1993	Brooke Bagge Patricia McGinley

# BOXFORD SCHOOL BUILDING COMMITTEE REPORT

## Boxford School Building Committee

Sharon Benson  
Charles Costello, Chairman  
Richard Daly  
Jan Gustafson, Vice Chairman

Holly Langer  
Robert Russo  
Charlotte Smallman

During 1993, the School Building Committee continued to work with Crowley Engineering and the D.E.P. to improve the performance of the Spofford Pond School water filtration system regarding manganese removal. In August, D.E.P. approved modifications included the installation of Ph adjustment equipment which has continually provided finished water quality well below the E.P.A. secondary guidelines for manganese removal. On 12 January 1994, after 5½ months of continuous weekly testing, the D.E.P. informed the Boxford Board of Selectmen that the water treatment system had been approved "for the provision of potable water." The Boxford Board of Health, raising concerns regarding the system's reliability, economics, and safety, deferred approval of the system pending a third-party evaluation by the consulting firm of Haley and Ward. Haley and Ward had been retained by the Adhoc Committee appointed by the Board of Selectmen, to review the water treatment system. It is expected that Haley and Ward will make it's final report mid-February, 1994.

During 1993, the School Building Committee reached a project closeout agreement with the Mello Construction, who had been the general contractor for the Spofford Pond renovation and expansion project. The agreement represents a settlement favorable to the Town of all unresolved issues previously contested.

The unexpected balance of the Project as of 3 December 1993, totals \$17,829.\* This amount is fully committed to expenditure as follows:

Annual Bond Fees (\$300 x 17 years)	\$ 5,100
Known Unpaid Vendor Claims	5,138
Action Items Previously Approved	<u>7,591</u>
	\$17,829

With the completion of these items, the Spofford Pond School Building Project will have been closed-out on budget.

\*Reconciled with Boxford Town Accountant's records.

On 12 December 1993, the Boxford Elementary School Committee received official notification from the School Building Assistance Bureau of the State Department of Education, that reimbursement payments to the Town would begin during the first quarter of fiscal year 1995. (The project had previously received S.B.A.B. approval at the reimbursement rate of 70% of all costs on 29 July 1993).

The actual cost to the Town of Boxford for the Project, net of state S.B.A.B. reimbursement, is projected midway between the "best case" and "most likely case" presented by the Committee at the January, 1990 Town Meeting. This projection assumes actual Spofford S.B.A.B. reimbursement of \$182,500 starting in 1995 and continuing until 2009 to correspond with actual interest rate and life of the related Spofford bond. This varies from the August 10, 1993 S.B.A.B. grant award of \$146,475 starting in 1995 and continuing until 2014, which had been based on preliminary estimates of interest rate and bond life. The final audit should adjust these estimated amounts to actual cost, as was done on the Cole School Project.

The Boxford School Building Committee

# **NORTH SHORE TECHNICAL HIGH SCHOOL**

## **ANNUAL REPORT — JANUARY, 1994**

The long awaited passage of the Education Reform Act of 1993 is expected to have an enormous affect on education in Massachusetts. While there are aspects of the Education Reform Act of 1993 which have caused confusion and consternation among almost everyone involved, there are many positive thrusts of the act which should, over time and provided the state maintains its promised funding, have a profoundly positive impact on the education the students across the Commonwealth are afforded. Educators must seize this opportunity to work together with community and business leaders to fulfill the promise of the Education Reform Act of 1993. The School Committee, administration, teachers, parents, and students at North Shore are attempting to do just that.

### **ADMINISTRATION**

The North Shore Regional Vocational School District Committee, comprised of one member appointed to represent each member community, is the governing body of the School District. The Superintendent-Director and the administrative team carry out the policies of the District School Committee, and oversee the daily operation of the school.

### **ENROLLMENT**

Enrollment, as of October 1, 1993, was 445. This reflects a constant enrollment from 1992, and includes out-of-district students, students enrolled through School Choice, and post-graduate students. Ninth grade enrollment is the largest it has been in a number of years. This, we believe, is attributable to both the increased population in that age cohort and the improved physical facility in which the school operated.

Two (2) students from Boxford are currently enrolled at North Shore Tech. Students participate in programs in Auto/Diesel Technology, Carpentry, Commercial Art, Collision Repair Technology, Cosmetology, Culinary Arts, Marketing Education, Fashion Design, Building Trades Technology, Electronics/Computer Technology, Masonry, Welding, Health Technology, Manufacturing Technology, and Job Skills Training (formerly Resort Services). Students from throughout the District may also enroll in Cabinet Making and Printing at Beverly High School, Machine Technology at Gloucester High School, and Electricity at Salem High School.

### **GRADUATION**

Seventy-nine students received high school diplomas and vocational certificates, and thirty-nine post-graduate students received vocational certificates at the fifteenth annual graduation exercises, the first from the newly named North Shore Technical High School in Middleton. Despite the high unemployment in the Commonwealth, ninety-six percent of the graduates were placed in trade-related jobs, entered the military, or pursued further education.

### **CURRICULUM**

The faculty and administration continuously review curriculum and teaching methods to meet the needs of the students and to prepare them for the demands of the



twenty-first century. Program Advisory Committee input is utilized extensively in reviewing and modifying vocational curriculum. Competency-based education is being implemented across the curriculum, and efforts to increase the integration of academic and vocational components of the curricula are being employed.

The North Shore Tech Prep Consortium received increased federal funding for the current year, and has expanded to include additional schools on the North Shore. Each year, new programs are added for articulation, and students and their parents are becoming increasingly aware of this innovative route to college.

## **FUNDING**

The level of state funding which will be available to the District for Fiscal Year 1995 is not, as of this writing, certain, but it is anticipated that some increase as a result of the Education Reform Act of 1993 will be forthcoming. Committee members and the administration are still attempting to recover some of the funds which the District believed it was due from School Building Assistance from its lease with USM. As a result of the revenue shortfall in FY '93, the District ended the fiscal year with the first deficit in the history of the District. It is expected that the entire deficit will be cleared by the end of the current fiscal year. The District has received written assurance that School Building Assistance for the new facility will begin in FY '95 to offset the cost of acquisition and construction of the Logbridge Road site.

## **BUILDING AND GROUNDS**

The new facility in Middleton is serving the needs of the students quite effectively, and much of the remaining interior finish work was completed over the summer. The gymnasium is fully operational, and thanks to a donation from the Town of Wenham, the District has recently acquired some additional space in the form of portable classrooms. These have been located on site in Middleton, and students are now completing the necessary repairs to make them operational. The District expects to break ground early this spring for a transportation facility which will serve as a repair and maintenance garage for the District, as well as a dispatch and storage area. Funding for this addition is budgeted, and will be reimbursed by regional school transportation funds. Planning is underway to begin to construct playing fields for the District.

## **INTERSCHOLASTIC SPORTS**

North Shore Tech's teams continue to be competitive in a number of sports in the Commonwealth Athletic Conference. Soccer and cross country occupy the fall season, basketball and cheerleading the winter season, and baseball and softball round out the spring season. Girls' Volleyball was added as a fall sport in 1993, and saw active participation from a significant number of students. An awards banquet sponsored by the Varsity Club is held each spring to honor the athletes.

## **CAREER EXPLORATION**

Ninth grade students explore six different shop areas in their first three quarters of attendance. This experience, along with a Career Guidance series offered by the Guidance Department, enables students to make informed and realistic career choices.



## **SPECIAL EDUCATION**

Providing special education services to those students identified as requiring services continues to be a major strength of North Shore Tech. A team of well-trained specialists works closely with the regular education academic and vocational instructors to ensure maximum benefit to the students. Our experience continues to reinforce our belief that many students learn best through a hands-on approach to learning.

North Shore Tech's substantially separate special education program, formerly known as Resort Services, received a new name, Job Skills Training, to go along with its new home and its emphasis on providing students with life skills and work habits and experiences.

## **PLACEMENT EFFORT**

Placement of students in trade or trade-related employment continues to be high, despite the poor employment outlook in Massachusetts. Employer satisfaction with North Shore's graduates remains high, and we maintain a very favorable reputation among North Shore employers. With the increasing technical nature of many of the programs offered at North Shore Tech, a higher percentage of graduates pursue post-secondary education than in the past. The Tech Prep program is one attempt to ensure that graduates are well prepared for higher education.

## **COLLABORATIVE EFFORTS**

The North Shore Vocational Education Partnership is designed to promote the collaborative delivery of vocational education services and to broaden vocational-technical offerings to students throughout the District. A Steering Committee, comprised of representatives from each school district, meets frequently throughout the school year to discuss and plan more effective vocational education offerings to meet the needs of a broad range of students.

The Bridge Program enables junior and senior students from member high schools to spend a part of the school day in a vocational-technical program at North Shore Tech. This program provides access to vocational education for students who might not participate in a full-time vocational education program.

## **ADULT EDUCATION**

Working with the Division of Employment and Training, Mass Rehab., and Displaced Workers' Assistance programs such as that provided by Parker Brothers, programs have been developed to integrate adults in need of training or retraining into regular day programs, on a space-available basis. Placement assistance is provided to adult students who have participated in training programs, and employment efforts have been positive.

The Evening Adult Education Division of North Shore Regional Vocational School District continues to serve yearly over one thousand residents of the North Shore. A wide variety of courses, ranging from specific skill training and retraining to home improvement and creative arts, are offered each of two semesters each year. This program operates at no cost to the District, and provides a much-needed service to the adults of the region.

## **SUMMARY**

North Shore Regional Vocational School District provides a much-needed alternative form of education for students on the North Shore who wish to learn a trade or skill. Through constant attention to labor market demand, an active and involved Trade Advisory committee, and involvement in general school improvement efforts, North Shore Technical High School strives to provide education and training to enable its graduates to enter the twenty-first century with the requisite skills to succeed in a world class market. North Shore Tech will continue to serve the communities of the North Shore by providing a continuous flow of young, highly skilled workers who are prepared to take their places as contributing members of society and valuable citizens of their communities.

### **NORTH SHORE REGIONAL VOCATIONAL SCHOOL DISTRICT COMMITTEE**

BEVERLY  
BOXFORD  
DANVERS  
ESSEX  
GLOUCESTER  
HAMILTON  
LYNNFIELD  
MANCHESTER-BY-THE-SEA  
MARBLEHEAD  
MIDDLETON  
NAHANT  
ROCKPORT  
SALEM  
SWAMPSCOTT  
TOPSFIELD  
WENHAM

Paul F. McDonald  
Charles Springer  
T. Frank Tyrrell, Jr.  
George R. Harvey  
Robert F. Parsons, Sr.  
Richard J. Ceremsak  
William Faria  
Marc A. Bliss  
Carolyn Stanton  
James M. Reynolds  
Thomas Johnson  
Alan Battistelli  
Audrey DeLoffi  
Stanley Goldstein  
Robert C. Nordstrom  
Judith H. Bubriski

## **PUBLIC WORKS**

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works has had a very busy year. The following is an account of our activities:

### Waste Oil

We have picked up and burnt 10,000 gallons of used motor oil. The D.P.W. garage has been heated by this source of fuel.

### Tree Work

The D.P.W. removed 6 birch, 4 oak, 10 maple and 19 pine trees.

### Street Signs

The D.P.W. replaced 43 traffic signs (speed, stop, keep right), 31 posts and 6 street name signs.

### Ball Fields

The D.P.W. cut and maintained the ballfields. There was a lack of foul line and infield grooming. I hope this can be corrected.

### Town Buildings and Grounds

All the grass and shrubs at all the Town Buildings were cut and groomed.

### Road Work

The following roads were hot patched, oil sealed and sanded.

Cedar Road	20' x 1,750'
Cedar Knoll	20' x 800'
Pinehurst Drive	20' x 4,750'
Cross Road	18' x 1,850'
Depot Road	26' x 7,761'
Lantern Lane	20' x 900'
Camp Ground Road	24' x 1,600'
Round Top Road	20' x 2,800'
Chapman Road	24' x 2,650'
Hemlock Road	20' x 1,850'
Hillside Road	20' x 2,900'
Stage Coach Road	20' x 1,850'
King Arthur Drive	22' x 320'
King Edward Drive	35' x 105'
King George Drive	23' x 6,250'
King James Drive	22' x 210'
King John Drive	22' x 2,550'
King Richard Drive	22' x 2,640'
Highland Road	16' x 4,350'
Spofford Road	17' x 4,400'
Middleton Road from Mill Road to Burning Bush Drive	<u>26' x 8,970'</u>

61,256' or 11.60 miles

The following roads were recycled in place by crushing to a depth of 12", regraded and compacted. A 2 1/2" dense binder course of hot top was then put down.

Depot Road from Cross Road to Georgetown Road.	4,000 sq. yds.	24' x 1,500'
Main Street at Sheffield Road to Pole #376	1,900 sq. yds.	19' x 900'
Main Street from House #212 to Pole #5 and House #225 to Pole #11	1,267 sq. yds.	19' x 600'
Spofford Road from Highway Garage entrance to Spofford School.	4,889 sq. yds.	22' x 2,000'
	12,056 sq. yds. or 5,280 linear feet	
Also Foster Road was regraded and 2 1/2" of dense binder was put down.		16' x 800'

**Paving**

Roads overlaid with 1 1/2" of hot top.	
Rt. #97 from Georgetown line to Service Road.	25' x 5,280'
Rt. #97 from School Street to Topsfield Line.	25' x 3,700'
Topsfield Road from State Pit to Dana Road.	24' x 3,700'
Main Street from Topsfield Road to after Middleton Road.	24' x 2,640'
Main Street from Foster Road to Maple Street	20' x 1,100'
Maple Street from Main Street to Main Street.	20' x 2,400'
Washington Street from Willow Road to Silvermine Road.	25' x 1,584'
Washington Street from Willow Road to Pole #34/15.	25' x 7,900'
Herrick Road from Ipswich Road to House #154.	24' x 1,100'
Herrick Road from Sheffield Road to Georgetown Road.	24' x 4,224'
Kelsey Road from Ipswich Road to Rt. #97	20' x 2,640'
Willow Road from Georgetown Line to Spofford Road.	25' x 1,600'
Lakeshore Road to Rt. #133 to Main Street.	20' x 5,280'
	43,148' or 8.17 miles

Main Street by Grants:

A land taking allowed the Town to fix the curve on Main Street and improve the entrance to Stiles Pond. The road bed was dug out 6' deep in some places, gravel was hauled in and electric poles were located.

Main Street – pavement crushed	20' x 2,112'
Stiles Pond – pavement crushed	20' x 245'
Main Street – stonewalls moved & rebuilt	720'
Stiles Pond – stonewalls moved & rebuilt	190'
40' of 24" culvert was installed.	
2 1/2" of dense binder was installed.	20' x 2,357'

**Road Work Re-Cap**

Roads Oil Sealed.	11.60 miles
Roads crushed, regraded & 2 1/2" binder.	1 mile
Road regraded & 2 1/2" binder.	800 linear ft.
Roads overlaid with 1 1/2" hot top.	8.17 miles
Total of Road Work:	20.54 miles
Total of Rebuilt Work:	2,357'



### **Culvert Work**

The culvert on Brook Road collapsed, we installed a new 6' x 6' concrete box culvert 24' long.

### **Shoulder Work**

Shoulders were filled in with R.A.P. from Lake Shore Road to the Haverhill line and back to Lake Shore Road.

Shoulders were also filled on Willow Road from Washington Street to Georgetown line and back again.

A total of 21,613 linear ft.

### **Catch Basins**

There were 470 catch basins cleaned this year.

### **Line Painting**

There were 50 each of 3' STOP words painted.

There were 50 each of 12" x 12' Stop Bars painted.

A total of 333,920 linear feet of yellow center lines and white fog lines were painted.

### **Crack Sealing**

The following roads were cracked sealed.

Rt. #97 from Georgetown Line to Service Road.

Rt. #97 from Rowley Road to Topsfield Line.

Topsfield Road from State pit to Elm Street.

Main Street from Topsfield Road to Lawrence Road.

Main Street from Lawrence Road to Foster Road.

Lawrence Road to Main Street to North Andover Line.

Washington Street from North Andover Line to Silvermine Road.

Lakeshore Road to Main Street to Rt. #133.

Kelsey Road to Ipswich Road to Rt. #97.

Herrick Road to Ipswich Road to Georgetown Road.

Willow Road to Georgetown Line to Spofford Road.

Middleton Road from Main Street to Goulds one lane.

Thomas F. Greene  
Superintendent

# **HEALTH AND INSPECTIONS**

**Board of Health**

**Boxford-Wenham (B-W) Health District**

**Boxford-Wenham (B-W) Health District Treasurer**

**Animal Inspector**

**Building Inspector**

**Plumbing and Gas Inspector**

**Wire Inspector**

**Visiting Nurses Association**

**Sealer of Weights and Measures**

## BOXFORD BOARD OF HEALTH

Fiscal year 1993-1994 seems to be the year of many changes. A time of transition. A Renaissance Period.

This year the Board of Health welcomed to the Town, our new Public Health Administrator, Robert Enos, formerly Director of Public Health for the City of Gloucester, Massachusetts. He holds a B.S. Degree from the University of Massachusetts, M.S. in Microbiology from the University of Hawaii, and a Masters' Degree in Public Health from the University of Hawaii. He is also a Registered Sanitarian and an asset to the Board.

A "bird's eye view" of Board of Health activities follows:

For the past 2½ years, the B.O.H. has been working closely with the School Building Committee and Engineers to facilitate the *safe* and *reliable* consumption of *Potable* water at the Spofford Pond School. Although frustrating, at best, because of its longevity and continued problems, all Boards involved genuinely are concerned for the safe distribution of water from the system. Hopefully, this will be resolved before years' end.

The Visiting Nurses' Association of the North Shore continues to serve our needs in the community by providing us with Home Care – Flu Clinics – Immunizations – Communicable Disease Control – Extended Hospice Services. The Flu clinics are now incorporating discussions/sessions relative to advanced directives. The V.N.A. is also assisting schools in increasing awareness of AIDS/HIV illness.

The Board of Health is grateful to the Community Club of Boxford which contributes generously to the financial operating expenses of the V.N.A. The Board would also like to thank Marie Cody of Elder Services/Council of Aging for her assistance with the scheduling of clinics.

Rabies has been an increased area of concern for the B.O.H. this year. The Board wishes to thank local Veterinarians and Helen Phillipps (animal officer) for their expertise and relentless devotion and assistance in addressing this problem.

1994 is trash pick-up contract renewal time. The B.O.H. plans to go to bid for the trash contract and will present results, winning bid, and final dollar amounts for the service, at Town Meeting. Recycling is at its best thanks to the efforts of The Recycling Committee, as well as the Townspeople who realize the importance of recycling. Good Job!

The Board decided to revise old regulations and policies, as well as implement new regulations. The present areas of concern and potential regulations under discussion and formulation are: Revision of well water regulations, increased enforcement of Pesticide regulations and public awareness of the dangers of pesticide use, and new sub-division regulations. The B.O.H. has held a public hearing on Pesticides and plans to hold hearings in the future on all other proposed regulations.

The Board works closely with all other Boards in Town and has liaison members to the Housing Partnership Committee, Household Hazardous Waste Committee, underground storage tanks, Rapid Growth Committee, Ad-Hoc Spofford Water Supply Committee, and Conservation Commission. The Board has had joint meetings with the Planning Board and Conservation Commission regarding subdivision plans, and maintains excellent rapport with the Board of Selectmen.

The Fall annual well water testing program continues to be a success. A special thanks to those residents who confidentially have given the results to the B.O.H. so that the town Hydro-geologist and the B.O.H. can continue to plot data and monitor water quality in the Town.

With the influx and increase of building/construction/sub-divisions, the B.O.H. has met weekly rather than monthly to address the needs of the Town. A special thanks to Louise Kress, Lisa Jeffrey, Kevin Bell, Richard Taylor and Robert Enos for their time, effort, dedication and unselfish caring and work to ensure Public Health Standards are met in the Town. It has been an exceptionally busy year. The Board of Health has worked well together as a team. The Town is fortunate to have such committed volunteers.

The B.O.H. may be sending questionnaires to the Townspeople about various issues in the future. We value your input and request that you respond to our questionnaires. If we all work together, we can make Boxford an even nicer and healthier place to live.

Nancy A. Pearl, Chairman  
Louise Kress, Vice Chairman  
Lisa Jeffrey  
Richard Taylor  
Kevin Bell

## REPORT OF THE B&W HEALTH DISTRICT

Established under the provision of Section 27A, Chapter 111 of the Massachusetts General Laws, the towns of Boxford and Wenham member of said district, organized and adopted by-laws on August 20, 1968. At the last annual district meeting the following members were elected as officers:

Chairperson	Herbert L. Cheeseman (Wenham)
Secretary/Treasurer	Francis F. Perry (Boxford) Ex-officio member

Members:	<b>BOXFORD</b> — Nancy A. Pearl, R.N. Lisa A. Jeffrey Louise B. Kress Richard F. Taylor, Ph.D. Wayne G. Williams
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	<b>WENHAM</b> — Herbert L. Cheeseman Herbert C. Hagele, M.D. Joseph F. Robbins
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Activities under the authority of the district include inspections, licensing, and permitting of septic systems, food establishments, recreation camps, private wells, etc., as mandated by the State Sanitary and Environmental Codes.

### BOXFORD

<u>Type of Permit or License</u>	<u>Number</u>
Disposal Works Construction (New Construction)	106
Disposal Works Construction (Repairs)	20
Disposal Works Installer's License	39
Food Service Establishments	8
Camp Permits	4
Offal Permits	4
Milk & Cream—Store	1
Well Permits	98

Robert J. Enos, Director of Public Health  
B & W Health District



**B & W HEALTH DISTRICT  
TREASURER'S REPORT  
7/1/92 - 6/30/93**

<b>CASH BALANCE — July 1, 1992</b>	<b>\$1,185.91</b>
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**RECEIPTS:**

<b>Member Town Assessments:</b>			
Boxford (62%)	\$35,639.00		
Wenham (38%)	<u>21,843.00</u>	\$57,482.00	
<b>Interest Earned</b>		<u>730.16</u>	<u>\$58,212.16</u>
			<b>\$59,398.07</b>

**BUDGET**

**DISBURSEMENTS**

Salaries	\$42,200.00	\$42,200.00	
Travel	2,400.00	2,400.00	
Telephone	780.00	567.85	
Dues – Office	200.00	151.94	
Lab. Fees	275.00	304.16	
Insurance	4,360.00	4,014.00	
County Retirement	6,277.00	6,277.00	
Health Insurance	990.00	None	
Adv. – New Director	None	<u>354.53</u>	<u>56,269.48</u>
<b>CASH BALANCE June 30, 1993</b>			<b><u><u>\$3,128.59</u></u></b>

Attest,  
Francis F. Perry  
District Treasurer

## INSPECTOR OF ANIMALS

The Commonwealth of Massachusetts, Department of Agriculture, Division of Animal Health requires that each town appoint an Inspector who shall make regular and thorough inspection of each premise on which there are domestic animals. These include: Cattle, swine, goats, sheep and horses as well as poultry, mink, foxes, donkeys, mules, deer, buffalo, llamas, ostriches and other animals which are currently being raised and/or maintained in Massachusetts. Such inspections are necessary to insure humane and proper care of all livestock, and to guard against outbreaks of contagious disease. The 1993 inspections found 147 horses, 35 ponies, 3 donkeys, 3 miniature horses, 23 goats, 56 sheep, 8 pigs, 5 cattle, 2 llamas, and 1 fox kept in Boxford. A total of 89 barns were inspected; of these, 66 housed horses. Seven of these barns were not properly licensed. A list of these unlicensed horse barns will be sent to the Boxford Board of Health as requested. Applications for licenses are available at the Office of the Health Agent at the Boxford Community Center. Regulations governing licensing became effective March 1, 1988.

Under Massachusetts state law, all bites, whether caused by wild or domestic animals, must be reported to the Inspector of Animals. In 1993, 24 incidents requiring quarantine were reported. Fourteen incidents involved human contact with domestic animals. Ten day quarantines were completed without complication in all cases. The other 10 cases involved pet contact with a confirmed rabid animal or wounds of unknown origin. Two pets were euthanized. The other 8 are quarantined for periods of three or six months depending on their vaccination status. Owners keep all pets current on rabies vaccinations!

Anyone with concerns about livestock health or welfare or questions concerning rabies and quarantines please contact me.

Allison Hayes,  
Inspector of Animals

# THE COMMONWEALTH OF MASSACHUSETTS

Department of Food and Agriculture

Division of Animal Health

100 Cambridge Street, Room 2103

Boston, MA 02202

## SUMMARY SHEET

Totals of the following statements are to be inserted by the Inspector of Animals upon completion of city/town inspection of all animals and returned with the inspection book to the above address by January 1, 1994.

	Grade	Purebred
Number of Dairy Cows over two years		
Number of Dairy Heifers one to two years		
Number of Dairy Calves under one year		
Number of Dairy Bulls		
Number of Dairy Steers		
Number of Dairy Herds (one animal constitutes a herd)		
Number of Beef Cows over two years		
Number of Beef Heifers one to two years	3	1 (Angus)
Number of Beef Calves under one year	1	
Number of Beef Bulls		
Number of Beef Steers		
Number of Beef Herds (one animal constitutes a herd)	3	
Number of Oxen	0	Number of Swine 8
Number of Horses (work & saddle) 147		Number of Swine Herds 5
Number of Ponies 35		(one animal constitutes a herd)
Number of Goats 23		Number of Poultry 2,190
Number of Sheep 56		(Farms consisting of 25 birds or more)
Number of Llamas 2		Number of Poultry Flocks 2
Number of Fox 1		(one lge. 2,165 — one small $\pm$ 25)

Signed: Allison Hayes, Inspector of Animals

Date Completed: December 24, 1993

TOWN: Boxford

COUNTY: Essex

"Publication N.128 approved by Alfred C. Holland, State Purchasing Agent."

# **BUILDING DEPARTMENT** **Inspector of Buildings — Permits in 1993**

Month	#	Dwelling	#	Garage	#	Addition	#	Renovation	#	Barn	#	Storage	#	Pool	#	Misc.
January	8	\$1,379,125			3	\$74,750						\$1,000			2	\$6,890
February	9	1,708,530			2	46,320									3	12,000
March	6	1,124,750	1	\$13,500	4	105,350	5	\$60,125							1	2,200
April	12	2,589,786			5	130,000	7	67,895				12,800		\$10,000	4	17,250
May	11	2,690,921	1	17,000	1	15,900	8	84,005	1	\$15,000		3,445	2	23,000	1	6,300
June	10	1,804,352	1	10,000	12	289,540	9	99,052	1	33,560		2,800	1	15,000	5	12,920
July	8	1,510,987	1	16300	7	155,410	10	85,027	1	37,340		5,100	1	10,000		
August	10	1,908,767					7	83,450				9,605	1	15,000	8	27,756
September	12	1,206,754			1	11,350	3	27,567							4	13,214
October	6	1,098,788			6	226,165	2	3,540							3	9,870
November	4	737,655			2	47,315										
December	8	1,458,900			4	96,760									9	32,450
Totals	104	\$19,219,315	4	\$56,800	57	\$1,398,860	51	\$511,661	3	\$85,900	14	\$34,750	6	\$73,000	40	\$145,850

368 building permits were issued. \$78,350.00 in fees were collected. Construction value in 1993 was \$21,526,136.00.

104 home starts in 1993 represents a 40% increase over last year. Average construction cost of new homes increased to \$184,800. New subdivision approvals indicate a continuance of healthy growth. Attractive mortgage packages are fueling this building boom. This was a record year.

Kevin M. Wood  
Inspector of Buildings

## **BUILDING DEPARTMENT**

### **Plumbing & Gas Inspector**

There were 189 plumbing permits and 133 gas permits issued in 1993. \$12,405.00 in permit fees were collected.

William Crowell  
Plumbing & Gas Inspector

### **Wire Inspector**

There were 287 wiring permits issued on 1993. \$17,796.50 in fees were collected. This year we initiated a new policy regarding primary high voltage lines located on private property. Mass. Electric is revising their primary high voltage line installation requirements this year. Please call this office if you have any questions regarding these new requirements. [887-3270]

Ron Hennessey  
Inspector of Wires



## VISITING NURSE ASSOCIATION

The Visiting Nurse Association of North Shore, Inc. is pleased to have the opportunity to submit its report of 1993 activities provided to the Town of Boxford.

- I. During the month of October 1993, a total of 393 residents were immunized in the Influenza Vaccination Program. The age distribution of the participants is as follows:

Age 12 - 44	82
Age 45 - 64	135
Age 65+	<u>176</u>
	393

This number of participants represents an increase of 19% over 1992.

- II. Elderly Health Clinic services continue to be provided by Kathy Parsons according to the following schedule.

Four Mile Village - first and second Thursday from 12:30-2:30 p.m.

West Boxford Congregational Church - third Thursday from 12:30-2:30 p.m.

Boxford Senior Center - fourth Thursday (offered quarterly) 12:30-2 p.m.

Throughout 1993, a total of 124.0 clinic hours were provided. Included for your review is a summary of results from a Clinic Participant Client Satisfaction Survey completed in May/June 1993.

Early identification of health problems resulted in over 150 referrals made for physical exams, pap smears, prostate exams, mammography, dental and podiatry exams, blood work, evaluation of skin cancers, and more.

- III. In the agency's home visiting program, VNA staff provided 2,246 nursing, therapy, social work, nutrition, and home health aide visits to 67 Boxford residents.

- IV. During 1993, there were seven reportable cases of communicable diseases investigated by Margery LeDuc, R.N.

Salmonella - 1 case (June)

Lyme Disease - 2 cases (August, October)

Hepatitis B - 1 case (October)

Shigella - 1 (October)

Campylobacter - 2 cases (October)

Once the weather improves and Boxford elders can get out easier, we are looking forward to scheduling educational programs and plan to host a program addressing urinary incontinence provided by the Elder Health Division of the Massachusetts Department of Public Health.

In addition, Kathy Parsons has now made information pertaining to advance directives routinely available to all clinic participants and looks forward to arranging an educational program addressing this topic.

Our staff and I appreciate our cooperative relationship with all of you and enjoy continuing the opportunity to serve the residents of Boxford. Please feel free to contact me directly at 777-6100 X202 should you have questions or require any additional information. Kind regards.

Nancy Taylor  
Vice President Clinical Services

**MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH  
INFLUENZA VACCINATION PROGRAM  
PROVIDER MONTHLY VACCINE USAGE REPORT  
1993-1994**

PROVIDER: Visiting Nurse Association of North Shore, Inc.  
CITY/TOWN: 5 Federal Street, Danvers, MA 01923  
PHONE: (508) 777-6100 ext. 285  
CONTACT PERSON: Kathleen Kimball R.N., M.A.  
BOXFORD BOH CLINIC October 25, 1993

Board of Health Boxford  
VNA administered by VNA North Shore

**NUMBER OF PERSONS IMMUNIZED DURING MONTH OF OCTOBER**

<u>AGE</u>	<u>NUMBER IMMUNIZED</u>
< 12	0
12-44	82
45-64	135
65+	<u>176</u>
TOTALS	393

REPORT ONLY ON VACCINE SUPPLIED BY THE REGIONAL DEPOTS.  
(DO NOT REPORT PRIVATELY PURCHASED VACCINE). THANK YOU.

SUBMIT FORM BY THE 5TH OF EACH MONTH TO YOUR REGIONAL  
DEPOTS.

## SEALER OF WEIGHTS AND MEASURES

The Annual Report of the Sealer of Weights and Measures covers the year from January 1, 1993 to December 31, 1993. The Sealer is required annually by the Division of Standards of the Commonwealth of Massachusetts and by the Town of Boxford to verify the accuracy of scales, weights and balances and the volume of motor fuels dispensed in the Town of Boxford. Where the dollar cost to the customer is computed by the weighing or dispensing system, the accuracy of the computation must also be verified. The standards used by the sealer must be certified by the Commonwealth and maintained in good condition. The basic purpose is to protect customers from underweight and businesses from overweight dispensing. Prepackaged food items are sampled and the accuracy of the label weight and price verified.

A total of 23 scales and balances were tested, adjusted when needed and sealed. A total of four fuel pumps were tested. None required adjustment and all four were sealed.

Total fees collected in the amount of \$98.00 were turned in to the Assistant Treasurer. No fees were charged to Public Schools, Post Offices or Boxford Public Works Department.

Edwin R. Bowerman  
Sealer of Weights & Measures

# **PLANNING AND ENVIRONMENTAL PROTECTION**

**Conservation Commission**

**Ipswich River Watershed District Advisory Board**

**Planning Board**

**Zoning Board of Appeals**

## CONSERVATION COMMISSION

The Boxford Conservation Commission experienced a very busy 1993 administering the Massachusetts Wetland Protection Act, Massachusetts General Laws Chapter 131, Section 40, the code of Massachusetts regulations 310 CMR 10.00, Department of Environmental Protection policies and Town of Boxford Wetlands Protection bylaw.

The Commission operated most of the year without a full complement of 7 members ending the year with 6 members.

There were 24 requests for determination and 51 notices of intent filed in 1993. The commission issued 25 certificates of compliance for work conditioned previously. 5 extensions were issued for NOI. There were also 45 discussions on subjects ranging from BAA, forest cutting, recommendations on chapt. 61A agricultural land, golf course, violations, Essex County Greenbelt, open space/land acquisition, proposed NOI, fire ponds/dry hydrants, public roads/culvert reconstruction, etc. The Commission wishes to thank Russ Hopping for his dedication and guidance as chairman and Jane Coe, our recording secretary, whose dedication is nothing less than outstanding. Also grateful thanks to Alec Gilman for his dedication and help in certifying vernal pools. Also the commission wishes to thank Cecile Cormier Planning Board/ Conservation Commission Administrator for her enthusiasm.

Most commission members have taken informative/refresher courses and seminars during the past year to keep up with latest changes in DEP policies and regulations.

There are currently two active subcommittees, the Open Space and Recreation and the Boxford Wetlands Protection Bylaw Subcommittee. One member of the conservation commission, Kurt Kaiser, is a member of the planning board and appointed to the Conservation Commission as a liaison between the two boards.

### Members:

Gerard Irmer, Chairman  
Peter Delaney, Vice-Chairman  
Kurt Kaiser  
Bill Pucci  
Harry Reifel  
Faith Spath

### Associate Members:

Russell Hopping  
Alec Gillman



# IPSWICH RIVER WATERSHED DISTRICT ADVISORY BOARD

The Ipswich River Watershed District was established by the MA Legislature in 1966. The District is under the direction of a five member commission appointed by a larger Advisory Board made up of representatives of Cities and Towns along the Ipswich or having water rights to the River. The stated purpose of the Commission is to "investigate available water resources for the district and methods of preserving and increasing such resources". The five-member Commission that is elected from and by the Advisory Board is supposed to meet at least four times a year; the Advisory Board is supposed to meet twice a year.

The current purpose of these brief Advisory Board meetings has been to give water supply officials in the member communities a chance to exchange information on water supply activities, hear presentations by state and federal staff on various regulations that affect community water supplies, and discuss any water supply problems with other water supply professionals in the watershed.

## **May 6, 1993 Advisory Board Meeting:**

- Representatives from 12 of the cities and towns were present and reported on water supply related activities in their communities. Peg Lawrence reported on activities of the Ipswich River Watershed Association.

The group also tried something new at this meeting: a brainstorming session on the goals, barriers, and solutions to problems of water suppliers. A summary of the session follows.

- Water Supply Goals: 1. Provide adequate quantity of clean water at reasonable cost. 2. Find a solution to the low flow problem (living with the Water Management Act in Massachusetts).
- Barriers to these Goals: protection of water supply resource in a coordinated way; conflicting new regulations; financing and water rate hikes; difficulty communicating risk assessment to customers; lack of inter-community cooperation for watershed protection, water supply development, and identifying sources of contamination (such as underground storage tanks, etc.); public apathy; vandalism; sludge disposal.
- Some Solutions to Problems: watershed protection and regulations that focus on pollution prevention; I-93 spill and road salt containment; focus on nonpoint source as well as point source pollution; communicate with public on issues over which they have some control; public education.

The next meeting will focus on action the IRWDAB can take on a regional basis to address some of the issues raised, and how the IRWDAB can assist water departments in the basin cope more effectively with the problems associated with providing a public drinking water supply.

The IRWDAB usually meets twice a year, on the first Thursday of May and November, in the Lynnfield Town Hall, from 2 - 4 pm.

Jennie Bridge  
Boxford Representative  
Advisory Board Chairman  
IRWD Commissioner

## PLANNING BOARD

With the economy picking up and interest rates at their lowest levels in decades, the real estate market has taken a dramatic upturn in the past year. Home building and sales are at significantly higher levels than in recent years.

### SUBDIVISIONS

Not surprisingly in this climate, subdivision activity increased markedly after the drought of the last two years. Six subdivisions were approved during 1993 containing a total of 42 lots. They are:

Burning Bush extension	2 lots
Bennett Road (west off Main Street)	10 lots
Powderhouse Lane (north off Ipswich Road)	7 lots
Depot Road (south off Depot Road)	8 lots
Pond's Edge (south off Ipswich Road)	9 lots
Carriage House Lane (east off Baldpate Road)	6 lots

In addition, two other subdivisions with a total of 36 lots have been under review for a considerable period of time and at year's end were near completion of the approved process.

The Planning Board's activities are regulated by state law and it is not empowered to either promote or inhibit subdivision activity, but it does take great pains to be certain that what development occurs is built to Boxford's standards.

### BALDPATE POND

During the latter half of the year, the Board has been reviewing and shaping a preliminary proposal by a developer for the development of about 70 lots on the south shore of Baldpate Pond. Its road network will provide access to a heretofore land-locked parcel of Town-owned land on Baldpate Pond which will grow to nearly 30 acres with contributions from the developer. He will also be required to contribute significant off-site improvements including substantial work on Baldpate Road to ameliorate the traffic impact of the development. We are requiring special traffic studies and geo-hydrologic studies to guide us in softening the impact on the neighborhood and Town. We are also examining specific improvement restrictions to limit the environmental and aesthetic impact on the shore line of Baldpate Pond.

### APPROVALS-NOT-REQUIRED

In addition to subdivision activity, 27 building lots were created in 1993 by a process known as Approval-Not-Required. These are lots with adequate frontage on already existing town roads.

### SHADE TREE/SCENIC ROAD HEARINGS

Four Shade Tree/Scenic Roads hearings were held during the year. These are hearings held to elicit comment by the public at large about roadside tree cutting and stone wall alteration proposed by the Tree Warden. The value of these hearings is confirmed by the fact that in each case after hearing public comment, the magnitude of the proposed cutting was appreciably reduced.

## PERSONNEL

We were very sorry to lose the services in May of Werner Low who resigned from the Board after winning election to the Masconomet School Committee. We will miss his dedication, advice, counsel and friendship as well as his eloquent pen as our clerk for the last four years.

Craig Falk, Chairman

Member, Boxford Housing Partnership

Kendall Bagge, Vice Chairman

Chairman, Subdivision Committee

Representative, Capital Budgeting Committee

Werner Low, Clerk (resigned)

David Trask, Clerk

Member Subdivision Committee

Robert Gore

Representative to the Zoning Board of Appeals

Member Subdivision Committee

Kurt Kaiser

Joint Member to Conservation Commission

Robert Nordstrom

Representative to Land Acquisition Committee

Member Subdivision Committee

## BOARD OF APPEALS

1993 was an unusually calm year. The anticipated applications for Comprehensive Permits for Affordable Housing did not materialize and the only application which might have required the assistance of Town Counsel was withdrawn before a decision was reached.

<u>APPLICATION</u>	<u>NUMBER</u>	<u>GRANTED</u>	<u>DENIED</u>	<u>WITHDRAWN</u>
Spec. Permit	7	5	0	2
Variance	2	1	0	1
Appeal	1	0	0	1
Totals	10	6	0	4

The record number of Building Permits currently in effect is likely to lead to the discovery of problems when actual construction takes place and certainly will cause an increase in the number of routine hearings for Accessory Apartments, Common Driveways, and Over-sized Garages.

Board members had probably one hundred inquiries from residents, real estate agents and attorneys regarding various proposals and problems; there were also a number of informal discussions with the Board regarding possible projects and what might be involved.

We were saddened by the recent loss of our good friend and former member Donald E. Houser and offer his family our sympathy.

Carlyle W. Thomas, Chairman  
Robert H. Clewell, Vice Chairman  
William R. Cargill, Jr. Clerk

Alternates:  
Robert W. Conroy  
Douglas K. Stuart  
Steven J. Kokkins

# **COMMUNITY SERVICES**

**Arts Council**

**Computer Study Committee**

**Council on Aging**

**(H.A.W.C.)**

**Help for Abused Women and Their Children**

**Historic District Commission**

**Historic Document Center**

**Recreation Committee**

**Recycling Committee**

**Tri-Town Council on Youth  
and Family Services, Inc.**

**Boxford Bay Circuit Program Committee**

**Veterans' Services**

**Veterans' Graves Officer**



## BOXFORD ARTS LOTTERY COUNCIL

The intent of the Massachusetts Cultural Council is to "stimulate and encourage the arts and humanities at the local level." This is done through direct grants to individuals and organizations.

Boxford will receive \$2000.00 from the Massachusetts Cultural Council for the fiscal year 1994. The deadline to apply for this money was October 15, 1993. This Council is responsible for establishing the guidelines for the use of the funds and determine if allocations for funds comply within these guidelines.

The Massachusetts Cultural Council has simplified the application process by establishing a state wide application deadline. This makes it easier for neighboring communities to work together and should give applicants the opportunity to develop programs in the early fall, after they are aware of their budgets for the year.

Grants approved in 1993 were as follows:

- Boxford Council On Aging, Glenshane Concert to celebrate St. Patrick's Day, \$299
- Boxford P.T.O., Cantabrigia Brass Quintet, \$391
- Boxford P.T.O., Storyteller Leeny Del Seamonds, \$240
- Masconomet High School, Opera to Go and Journey to Jazz, music groups, \$225
- Masconomet Regional Junior High School, "A Christmas Carol", Merrimack Repertory Theatre, \$245
- Masconomet Regional Junior High School, Dicken's Christmas Carol, North Shore Music Theatre, \$400
- Merrimack Valley Philharmonic Society, 33rd Concert Season, North Andover, \$200

Kathryn M. Milnes, Chairman  
Joan M. Haley  
Jane K. Holt  
Jane S. Langton  
Wendy M. Levy  
Boxford Cultural Council

## COMPUTER STUDY COMMITTEE

The Computer Study Committee assisted the Board of Selectmen in a needs assessment for a new computer system for the Selectmen's office. This computer will be used in conjunction with a Document Management System (DMS) tied to a scanner. The DMS was secured in part with state funds via a grant submitted jointly with the Towns of Ipswich, Boxford, Rowley and Manchester-By-The-Sea. The scanner will facilitate data input of historical and other data in that information can be scanned directly into the computer rather than being typed manually. The DMS system will facilitate data and information analysis and particularly searches for information.

Charles D. Laderoute, Acting Chairman  
Kurt Erensoy  
Charles Thiel

## COUNCIL ON AGING

Our work with elder services of the Merrimack Valley as well as our homecare agencies has greatly increased due to the aging of our population. We still feel keeping elders in their own homes keeps them alert, happy and prolongs life.

The meals on wheels program is going full blast as are the rest of our programs. Thanks to our wonderful volunteers these seniors get a very nutritious hot meal everyday.

Spofford school provides a very good lunch to seniors who can travel to school and strengthens the intergenerational program that brings students and seniors together. An example of this is the band concert and lunch the children gave for the seniors. It was well attended and just wonderful. Many thanks.

### CLINICS

Health clinics sponsored by the Visiting Nurses and the Board of Health are still held at Four Mile Village, the 2nd. Congregational Church in West Boxford and the senior center. Yearly flu clinics, eye, ear and foot clinics are also scheduled and are well attended. Held at the senior center everything is working out well.

### TRANSPORTATION

Thanks to our volunteers our NEET program continues to take seniors to doctors appointments, hospital treatments, shopping and hair appointments. This unique program is the only one of its kind in the country and serves as a model for other COAs. We served a number of new clients this year and have some wonderful new drivers.

### ELDER SERVICES OF THE MERRIMACK VALLEY

Our donation of \$196 to elder services of the Merrimack Valley provides us with a number of services that support frail elders in their homes. We can call on them for help and advice at anytime.

### DIRECTOR COA

The director attends monthly meetings of the Board of Directors, the Nutrition Board of Elder Services, area COA directors, and the northeast area COA. As a member of the Mass. COA she keeps in touch with state and federal officials. She telephones and makes home visits to local seniors.

This year she raised money to buy and install a porch lift (elevator) in the senior center. This makes the community center handicapped accessible as mandated by Massachusetts law at no cost to the town. It is appropriate at this time to acknowledge the many volunteers who gave time and talent to the project.

The COA and director are extremely proud of the work we do for the seniors and the Town of Boxford.

Judy Carr, Chairman  
Milton Knauer, Vice Chairman  
Larry Holt, Treasurer  
Lou Gould, Secretary  
Jean Buell  
Kathie Canonica  
Gerri Dupuis  
Marie L. Cody, Director

**H.A.W.C.**  
**Help For Abused Women & Their Children**

27 Congress Street

Salem, Massachusetts 01970

*Office:* (508) 744-8552

*24 Hour Hotlines:* (508) 744-6841 & (508) 281-1135 Gloucester Only

Help for Abused Women & their Children — known by the acronym HAWC — has been providing help and a haven for battered women since 1979.

Based in Salem at the Shetland Properties, HAWC is the only program providing comprehensive services to battered women in 23 North Shore communities — from Saugus to Gloucester.

In 1992, 46 Massachusetts women and children were killed in incidents of domestic violence. This alarming increase in deadly violence resulted in battered women's advocates declaring a State of Emergency for women in our state.

This rise in violence, and the greater media attention to the problem, are being felt at the local level by small agencies like HAWC which must stretch limited resources to meet the demand for help.

Last year, more than 3,200 women turned to HAWC for help and received it free of charge — emergency shelter, 24-hour hotline, support groups, court advocacy, as well as school-based dating violence prevention programs for teens, hoping to intervene before they become another tragedy for the nightly news.

HAWC owns a home on the North Shore where it can shelter up to six women and ten children at a time. For safety reasons, the address is kept confidential.

## HISTORIC DISTRICTS COMMISSION

The Historic Districts Commission hopes that by the time this Annual Report is circulated, residents of the Boxford Village and Howe Village Historic Districts will have received the informational brochure that the commission has been working on for so long. Copies of the brochure will be available in the town libraries so that all Boxford residents can inform themselves about how historic districts serve the town.

This has been a rebuilding year for this commission as it needed to replace six members. Work has continued in an orderly manner, none-the-less, capably chaired from March through May by attorney James Sterio who guided decisions on additions to the Community Center (for the elevator shaft) and the Boxford Village Fire Station among other considerations for Certificates of Appropriateness.

If the Historic Districts Commission (HDC) could stress only one thing to residents of the districts it would be this:

No matter how insignificant you may consider a project on your property, if it can be seen from a public way, the HDC **must** be notified well in advance of the undertaking so that consideration can be given to the type of certification needed to enable the project to begin.

Historic districts have been shown, time and time again, to enhance the towns in which they are established and are therefore regarded as assets to properties located within their boundaries.

Susan T. Peterson, acting chairman/Boxford Village

Jeffrey Ackerman, Howe Village (new appointment)  
Cortland Bacall, Historical Society (new appointment)  
Rodney Burnett, architect  
Wendy Perkins, Realtor  
Nancy Merrill, alternate  
James Sterio, attorney/alternate  
(alternate position to be filled)

Ronald Dechene (resigned)  
Christin Kaiser (resigned)



## BOXFORD HISTORIC DOCUMENT CENTER

The Boxford Historic Document Center enjoyed a busy year in 1993. Two hundred, twenty-five people visited the Center for research or to look at exhibits, and we answered mail requests from across the country. Several Scout groups toured the Document Center and enthusiastically examined old photographs and the 1776 scale model of Boxford to note changes in the town. Our researchers, many of whom are from Boxford, use family papers, books, maps, photographs, and microfilm to examine aspects of Boxford's history, often tracing a particular family or house. Much of the collection, especially family papers, comes to the Document Center as gifts. When possible, we buy additional reference material to augment the collection.

We rely on a volunteer staff to support many of the functions of the Document Center, including reference work and processing. This year our staff included Lu Gould, Margaret Lane, Dorothy Woodbury, Ruth O'Brien, Gertrude Freedman and Ruby Gould. We are always looking for additional volunteers!

The Document Center held an Open House on March 21, 1993, and used the opportunity to thank Margaret Lane for her many years of hard work at the Document Center. We are running a series of "Mystery Photographs" in the local paper, hoping that this will further interest people in the BHDC, and also identify some previously unknown photographs.

The Boxford Historic Document Center was established in 1976 by the Boxford Bicentennial Commission. It is run under the auspices of the Ingalls Memorial Library Association. We recently instituted new hours: Wednesdays, 9 to 4 and 7:30 to 9:30, and the first two Saturdays of each month, 10 to 3. Special appointments may also be made with the archivist. There are several exhibits for visitors to enjoy, including one relating to the First and Second Churches in Boxford, and the scale model of Boxford as it appeared in 1776. Books on Boxford's history and houses are available for sale.

Martha Clark  
Archivist

## BOXFORD RECREATION COMMITTEE

1993 was a productive year for the Recreation Committee. While our funds are limited, we have maintained town recreational facilities, planned out the future use of town property and organized volunteer efforts.

The 4th of July parade was a success this year. Our increased budget allowed us to add more parts to the parade. The combined efforts of the BAA with the road race and field games and the Recreation Committee produced a well organized day of fun for all who participated.

Camp Sacajawea on Stiles Pond continues to be utilized in the summer by the Greater Lawrence Educational Collaborative as a day camp for severely handicapped children from the North Shore area. In addition, the camp has been used by many scouting and non-profit groups.

A large part of our budget this year was spent on improvements to the soccer fields. Money was spent to fill in the low spots, plant and seed Chadwick field. The Ludwig field at Boy Scout Park was taken off line in the Fall for the purpose of regrading and seeding. Much of the labor and materials for this project to date have been donated to the town. However, we are expecting the expenditure of some money in 1994 to finish the job.

The Recreation Committee along with the Health Committee and the Selectmen have begun planning the conversion of the landfill to active recreation use. The Recreation Committee anticipates the investment of time in 1994 for the careful planning for the utilization of this facility for the future use by Boxford residents.

The continued growth of the Boxford Athletic Association sports programs, recreational use of the trails and Camp Sacajawea, and the use and maintenance of the fields and courts by residents will require increased funding to maintain and expand these facilities. A town warrant will have to be passed to develop the landfill for recreational use. We hope that the progress that we made in 1993 can be continued into 1994.

Robert Bisceglia, Chairman  
John Rowen  
Lari Wolz  
Nancy Merrill  
Robert McGrath  
John Schickling

## RECYCLING COMMITTEE

The Recycling Program in Boxford is one of the finest examples in the state of a comprehensive program. We collect for recycling nearly every material that is currently being recycled in other Massachusetts municipalities. We continue to offer a combined recycling program that includes weekly curbside collection of five categories of items as well as a Drop-Off Center that is open every Saturday from 8:00 AM to 3:30 PM where ten or more different item categories are collected. The charts on the following pages show what items can be recycled, how to prepare them, whether they are collected at the curb or at the Drop-off Center and any fees.

There is no direct cost to residents for the curbside collection of recyclables; this cost is covered by the trash sticker fee. However, there is a charge for some of the items at the Drop-Off Center. Checks made out to the Town of Boxford as well as pre-bought \$5 recycling tickets can now be accepted at the Drop-Off Center, 15 Spofford Road. *No* cash can be accepted at the Drop-Off Center. Please refer to the Fee Schedule on the following page.

The State is now in its second year of banning leaves and yard debris from our landfill. The Recycling Committee has coordinated a leaf drop-off collection point at Ingaldsby Farm in West Boxford for seasonal collection. Our DPW crew has once again chipped Christmas trees brought to the Drop-Off Center. We would like to remind residents that waste motor oil is collected on the 1st and 3rd Saturday of every month at the Drop-Off Center; this oil is used to heat the town DPW garage.

This year the Recycling Committee initiated a 'Re-Use-A-Box' program in cooperation with area realtors to reuse moving boxes. Residents moving into or out of our town who either need packing boxes or need to get rid of theirs can sign onto a registry through any area realtor for this household-to-household exchange. Our thanks to Boxford Realty for maintaining this registry and to Spofford Pond fifth grade students of Dorothy Pirrello who helped design a logo and motto ("If you have a box, tell us; if you need a box, ask us") for this project.

We ended up the year in the best good samaritan spirit as Dan Philpot of Beverly responded to a plea for volunteer carpentry labor to rebuild a wooden platform at the Drop-Off Center which allows residents better access to the construction and demolition container.

Please find below the total amount of materials recycled in Boxford during 1993:

MATERIAL	TONS	CUBIC YARDS	OTHER
GLASS	123.10	586.00	
PLASTICS #1 & #2	25.29	1,580.63	
ALUMINUM CANS	1.34	53.60	
NEWSPAPERS/MAGAZINES	463.13	1,852.52	
TIN CANS	26.32	363.00	
SCRAP METAL/APPLIANCES	21.75	320.00	
CORRUGATED CARDBOARD	26.37	352.00	
CONSTRUCTION/DEMOLITION	20.00	200.00	
PLASTIC #6	.75	48.00	
PLASTIC #5		2.00	
TIRES			56 units
LEAD NECK SLEEVES			25 lbs.
MOTOR VEHICLE BATTERIES			50 units
MOTOR OIL			2,970 gallons
SALVATION ARMY BINS			Emptied 108 times
TOTALS	708.05	5,357.75	

Teri Allen, Co-chair  
Karen Sheridan, Co-chair  
Carole Fitch  
Lorraine Ott  
Betty Strong

## FEE SCHEDULE FOR DROP-OFF RECYCLING ITEMS

### Payment

Recycling tickets cost \$5.00 each and are available for sale at the Treasurer's office, Boxford Town Hall, 28 Middleton Road, Monday through Thursday, 9:00 a.m. to 4:00 p.m. The Recycling Attendant is not allowed to accept cash, but checks made out to the Town of Boxford are acceptable at the Drop-Off Recycling Center, 15 Spofford Rd.

### Fees for Wood and Construction Waste

Fees will be charged based on volume brought to the Recycling Center for disposal. Fees are based on the size and type of vehicle or container used to haul the waste.

32-gallon barrel level filled	\$ 5.00	1 ticket
Sedan car trunk	\$15.00	3 tickets
Cubic Yard measured on site	\$25.00	5 tickets
Station Wagon	\$50.00	10 tickets
Small 1/2-ton pickup truck	\$70.00	14 tickets
Minivan	\$70.00	14 tickets
Full size pickup truck	\$95.00	19 tickets

No larger vehicle may be used.



## **Acceptable C&D Wastes for Recycling**

The following wastes will be accepted for C&D Recycling:

Wood, lumber, used and scrap (may contain nails); doors; windows, and plate glass, mirrors; window frames with or without glass—wood, aluminum; plaster; gypsum; sheet rock (used and scrap); blue board; piping (plastic, copper); plumbing fixtures—cast iron, stainless steel, fiberglass, ceramic; ceramic tiles; linoleum sheets and tiles; pressure treated wood; painted or finished wood; roofing shingles; plastic tarps; wood furniture; wood cabinetry; laminate counter tops; brush.

## **Prohibited Wastes**

The following wastes will not be accepted for C&D recycling:

Bricks and mortar, cement blocks, stones and rubble; hazardous wastes; asbestos, lead, and toxic chemicals.

## **Fees for Large Appliances/Metal Items**

Fee of \$10.00 (2 tickets) for the following:

Washers, dryers, dish washers, stoves, ovens, gas grills, hot water tanks, lawn mowers, steel bed frames, radiators, cast iron sinks and tubs, snow blowers, tillers, aluminum truck caps without fiberglass.

## **Fees for Freon Appliances**

Fee of \$20.00 (4 tickets) for the following:

Refrigerators, freezers, air conditioners, dehumidifiers.

## **Fees for Tires**


Fee of \$5.00 (one ticket) for one or two car or small truck tires.

No charge for up to 8 bicycle or lawn mower tires.



## DROP-OFF CENTER RECYCLING



Located at entrance to landfill, 15 Spofford Road  
Open Saturdays from 8:00 AM to 3:30 PM

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
PLASTIC POLYSTYRENE POLYPROPYLENE	Styrofoam, rigid containers marked PS #6 Rigid containers marked PP #5	Rinse Clean 	Any item that is NOT marked PS #6 Any item that is NOT marked PP #5
METAL APPLIANCES LARGE APPLIANCES *Fee (2 tickets) FREON APPLIANCES *Fee (4 tickets)	Washers, dryers, stoves  Refrigerators, freezers, air conditioners, dehumidifiers	Doors off	TVs, wood, cement, tires plastic parts
SCRAP METAL *Fee (2 tickets) No fee for small items	Pipes, wire, cast iron, mixed heavy metals, light iron, scrap aluminum	Place in metal bin Containers must be empty & free of residue	No closed containers
BATTERIES MOTOR VEHICLE  BUTTON	Car, truck, motorcycle, open cell Small buttons used in watches, hearing aids, pacemakers, cameras	Place on pallet at Center Place in marked container	Household batteries
SALVATION ARMY ITEMS Large item pick-up (617) 231-0803	Clothing, shoes, toys, small appliances	Clean, reusable  Boxed or bagged, must fit in container	Soiled, torn or unusable or items too big to fit in bins
TIRES *Fee (1 ticket) per 1 or 2 No charge for up to 8	Small truck or car Bicycle or lawn mower	Rims okay	
ALUMINUM	Pans, foil	Rinse clean Place in corral	
C & D CONSTRUCTION & DEMOLITION DEBRIS WOOD *Fee based on volume	Wood, lumber, doors, windows, plate glass, mirrors, plaster, plumbing fixtures, tiles-ceramic, linoleum, shingles, cabinetry, brush	Pay by ticket Place in marked bin	Bricks, mortar, cement blocks, stones, rubble, hazardous wastes: lead, asbestos, toxic chemicals
CORRUGATED CARDBOARD	Heavy cardboard, usually brown with ridged layer sandwiched between two flat sheets	Must be flattened  Keep dry	Cereal boxes, waxed card- board, frozen food boxes, milk or juice boxes, other types of cardboard
WASTE MOTOR OIL (1st & 3rd Sat ONLY)	Crank case oil, diesel oil, transmission fluid	Capped containers	Gasoline, anti-freeze, brake fluid, PCBs, etc. Anything other than what is specifically allowed
LEAD NECK SLEEVES	Lead sleeves on wine bottles	Remove from wine bottle	Plastic neck sleeves, wine bottles

## CURBSIDE RECYCLING

### *Identifying and Preparing Recyclables*

Here is a chart to get you started on sorting recyclables properly so they can be processed and made into something new.

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
GLASS	Bottles & jars that have been used for food or drink	Rinse clean; remove metal or plastic rings & corks. O.K. to leave paper labels on	Broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, etc. metallic or foam coverings
PLASTIC   HDPE PETE	HDPE-type: opaque plastic used for milk, cider, detergent, etc.  PETE-type: clear plastic used for soda, salad dressing, etc.	Rinse clean, remove metal or plastic caps and rings.	Plastic lids & bands. Any item that is not water-marked HDPE or PETE
ALUMINUM	Only pure aluminum cans	Rinse clean. Remove paper labels.	Bottle/jar lids, pie plates, foil, cans with paper or plastic parts.
METAL CANS	Steel or tin & mixed metal cans	Rinse & remove labels, (Remove top and bottom if you want to flatten them for easier storage.)	Cans with paper parts in them, paint cans or scrap metal.
NEWSPAPER	Newspapers, magazines, junk mail, colored/white/computer paper, catalogs	Put into paper bags or tie in bundles	Corrugated cardboard, waxed/coated paper, plastic windows in envelopes.
<i>Use it up, wear it out, make it do, or do without.</i> New England Proverb			

These items can only be recycled at curb-side, NOT drop-off.  
 The reverse holds true for the drop-off items, only drop-off NOT curb-side.

## **TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES, INC.**

Incorporated in 1972 the Tri-Town Council on Youth and Family Services, Inc. is a private, non-profit, community based human services agency whose mission is to enhance the quality of life of Middleton, Topsfield, and Boxford residents, with primary emphasis on youth and their families.

To meet this mission, the Council provides a variety of programs and services including clinical services, community education, youth vocational development, and youth outreach.

This past year the Council served approximately 3000 people in the three towns. The Council is funded by the towns of Middleton Topsfield, and Boxford; the Masconomet Regional School District, the United Way, Membership dues, and fund raising activities.

The \$12,903.00 received from Boxford helped provide the youth and families of Boxford with the following programs and services:

- Crisis Intervention
- Special Needs Counseling
- Peer Education groups for Masconomet Junior and Senior High School Alternative Activities
- Job Bank
- HORIZONS after school enrichment programs
- Project CHARLIE and Here's Looking at You 2000 substance abuse prevention curriculum training for Middleton elementary teaching staff
- Public forums on drinking and driving and violence prevention
- AIDS education
- Parent training workshops
- Small support groups for youth and adults on a variety of issues
- All Night Party for graduating Masconomet High School Seniors

### **PROGRAM UPDATES:**

The Horizons after school enrichment program, which was started by the town of Boxford and administered by the Tri-Town Council is expanding the program. This year 25% of the elementary students in Middleton participated in a Horizons pilot project coordinated by Horizons director Nancy Vose.

Use of Council services and programs by Boxford residents has increased by 9% this year. The Council welcomes input and feedback from the community so that we may continue to provide you with the services you need and want. We anticipate another positive year of service to the town of Boxford.

Edwin S. Vaeni  
Executive Director

## BOXFORD BAY CIRCUIT PROGRAM COMMITTEE

The Boxford Bay Circuit Program Committee met monthly with the Boxford Trails Association, Inc.(BTA) during 1993.

This year, with the help of the BTA, two anonymous donors, Essex County Greenbelt and The Trustee of Reservations, two woodlots were purchased from the French Family. These two lots, known as the Ancil Dorman #2 lot and the Nat Dorman Lot, contain two trails. One trail is a section of Bay Circuit trail on Chapman Lane which goes between Georgetown Road and Boren Lane. The second trail exits north from Chapman Lane to Depot Road through the Rocky 'P' Farm. The right to pass and repass across this lot continues. From Depot Road, follow the Rocky 'P' Farm driveway to the trail. On October 31, 1993, Halloween Eve afternoon, the dedication of this purchase was held. The granite monument, 12 inches square, 4 feet high, is in place at the intersection of the two trails.

Everyone is welcome to walk this trail from Boren Lane to Georgetown Road and to walk the trail to Depot Road. This makes several nice walking loops in Boxford village.

The Boxford Bay Circuit Program Committee thanks the heirs of Walter W. French and Etta M. French: Charlotte F. Eaton, Estelle M. French, Clinton E. French, David R. French, Judith C. Levesque, Suzanne Osgood, Susan H. Eaton and Nancy E. Eaton for preserving these two old family woodlots. These woodlots and others like them, supplied wood during the eras when the residents of Boxford heated by wood in fireplaces and wood cooking stoves.

*The Bay Circuit Guide to Walks in and around Boxford* was reprinted. We are adding addendum's as necessary. Anyone with a guide book may stop by the BTA Booth at the Annual Boxford Apple Festival in September to pick up an addendum or contact Alison Chase.

Nancy Merrill sits on the Bay Circuit Board of Directors. This Board advises the Bay Circuit Director, Alan French from Andover, on policy matters of the Bay Circuit Alliance. Many trail groups from other Bay Circuit towns are busy establishing the Bay Circuit trail in their areas.

June 5, 1993 was the celebration of National Trails Day and the Fourth Annual Bay Circuit Trek. Each community along the Bay Circuit held trail walks, canoe trips, bicycle trips and dedications. Boxford held two hikes: Alec Gillman led the hikers on the main Boxford Bay Trail while Nancy Merrill and Bon, a half Arab gelding, led the equestrian hike on the Boxford Bay Circuit middle linkage. These two groups met a third group from Georgetown, led by Carolee Miller, on the Esker Trail in Willowdale State Forest.

This fall, several trails groups contributed to the rebuilding of the Esker Trail bridge in the Georgetown-Rowley State Forest. Massachusetts Department of Environmental Management paid for the materials. The Essex County Trails Association, the Rowley Riding and Driving Club and the BTA paid for the labor, supplied by New Generations Forestry. Molly, a 3 year old black Percheron handled by her owners Ron Gulickson and daughter, Renee, carried the old wood out and the new wood in. Six volunteers assisted.



The committee extends to every Boxford resident the invitation to use and enjoy the walking and riding trails along the Bay Circuit.

Alison Chase,  
Alexander Gillman,  
Sue Goodwin,  
Beverly Ingalls,  
Nancy Merrill,  
Mel Prohl



## VETERANS' SERVICE DEPARTMENT NORTH ANDOVER — BOXFORD DISTRICT

No expenditures were made by the Veteran's Service Department during Fiscal 1993.

In 1946, Chapter 115 of the General Laws was passed by the General Court creating a Massachusetts Veterans' Services Department and called for the establishment in every city, town, or district a Department of Veterans' Services.

In 1947, the Selectmen of the towns of North Andover and Boxford voted to form a district and appointed a District Director of Veterans' Services to carry out the provisions of Chapter 115 of the General Laws. The general purpose of the District Director of Veterans' Services is the administration of the Veterans' Benefits Program to provide the utmost possible assistance to veterans and/or their dependents in time of distress or hardship. While the department is not PUBLICIZED in either community, I would like to take this opportunity, as the full-time director, to announce my office hours:

Town Hall—North Andover  
Mon.-Fri. 8:30-4:00  
Tel. 682-6378 Home 683-4257

Town Hall—Boxford  
Tel. 887-8181

Richard E. LaHaye  
District Director

*LISTED BELOW ARE SERVICES PROVIDED BY THE STATE FOR VETERANS, WIDOWS OF VETERANS, AND THEIR DEPENDENT CHILDREN BY THIS OFFICE.*

- FINANCIAL ASSISTANCE
- MEDICAL SERVICES
- EDUCATIONAL BENEFITS
- DEATH BENEFITS
- MOTOR VEHICLE PLATES-VETERAN-P.O.W.-PEARL HARBOR
- PROPERTY TAX EXEMPTIONS
- VETERANS BONUS
- CIVIL SERVICE EMPLOYMENT
- HOUSING PROGRAMS

ASSISTANCE IS ALSO PROVIDED THROUGH THE FEDERAL V.A. ADMINISTRATION FROM THIS OFFICE.

- OBTAINING AND MAINTAINING COPIES OF DISCHARGES
- INFORMATION ON V.A. HOME LOANS
- INSURANCE PROGRAMS
- APPLICATIONS FOR SERVICES AT V.A. HOSPITALS AND CLINICS
- APPLICATIONS FOR WIDOWS PENSIONS

ALL OF THESE PROGRAMS ARE SUBJECT TO ELIGIBILITY ACCORDING TO STATE AND FEDERAL GUIDELINES.

NOTICE TO ALL VETERANS: APPLICATIONS FOR PERSIAN GULF WAR BONUS ARE AVAILABLE AT MY OFFICE.

## REPORT OF VETERANS' GRAVES OFFICER

The procedure for Memorial Day 1993 was much the same as in the past. Flags were placed on veteran's graves in the four cemeteries about one week before Memorial Day.

The condition of all cemetery's and veteran's graves are fine. Much work is and has been done in the village cemetery.

Records are reviewed constantly to find veteran's lots not previously reported.

### NUMBER OF FLAGS PLACED THIS YEAR WERE:

Mt. Vernon — 61

Village — 56

Brookside — 56

Harmony — 28

Again if you know of a veteran's grave without a flag, call the Town Hall, or me at 373-5165.

Kenneth H. Chadwick  
Veterans' Graves Officer

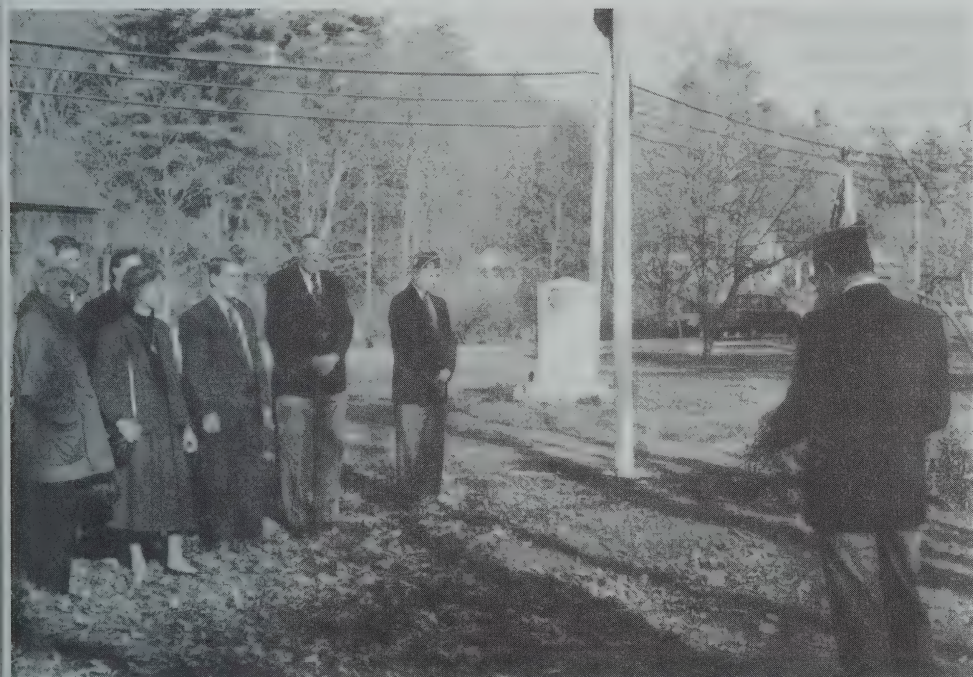
In 1976, we in the Legion decided it was time to find the "small pox lot" off of Georgetown Road. We took our Colors and Firing Squad and looked for someone to show us the way. Help came from Pret Gould who told us his brother Mellie (Frank M.) could find it for us; accompanied by Mellie Gould, his son Donald, we proceeded directly to the spot.

A flag was placed in the marker (since stolen), and a ceremony was held.

Shown in the picture from left to right are: Kenneth Chadwick, Donald Tyson, Carlyle Thomas, Donald Gould, Frank M. Gould, Richard Hopping, J. Gaines Bolton. Picture taken by Edmund J. Mead.



## DEDICATION OF SPOT LIGHT FOR BOXFORD V.F.W. MEMBERS



*(Pictured from left to right: Thurley Bentley, Dana Whitaker, Roberta Whitaker, Gerald Johnston, Senator Robert Buell, Paul Landry and Senior Vice Commander Frank Thomson making the presentation)*

Friends and family of the late Carl Whitaker of Boxford pay tribute to the late Commander of the Boxford Veterans of Foreign Wars Post by dedicating this spot light located at the memorial site on the James L. Melvin Green in the East Village. The spot light will illuminate our national colors as a memorial to Carl F. Whitaker and all Boxford Veterans.



## IMPORTANT TELEPHONE NUMBERS

**EMERGENCY (Police and Fire)** .....887-8133

### **PUBLIC SAFETY**

Police Department .....887-8135

Fire Department .....887-8137

Communications Department .....887-8136

Dog Officer .....887-8135

### **TOWN OFFICES**

Board of Selectmen .....887-8181

Accountant .....887-8181

Assessors .....887-3674

Tax Collector.....887-3673

Treasurer .....887-3673

Town Clerk .....887-8181

Planning/Conservation Office (at Community Center) .....887-5661

Fax Machine.....887-3546

### **SCHOOL DEPARTMENT**

Superintendent – Boxford .....887-1503

Superintendent – Masconomet.....887-2323

Superintendent – North Shore Vocational .....927-6178

Harry Lee Cole School.....887-2856

Spofford Pond School .....352-8616

Masconomet .....887-2323

### **HEALTH and INSPECTIONS**

Health Director (Sanitary Engineer) (at Community Center) .....887-8841

#### **Inspectors:**

Animals .....352-6336

Buildings (at Community Center).....887-3270

Gas/Plumbing.....887-3270

Wire.....887-3270

Animal Control Officer.....887-8135

### **LIBRARIES**

Boxford Village.....887-7323

West Boxford .....352-7323

### **POST OFFICES**

Boxford Village (01921).....887-5339

West Boxford (01885) .....352-6632

### **DEPARTMENT OF PUBLIC WORKS**

Highway Garage .....(Communications) 887-8137  
(Garage) 352-6555

### **COMMUNITY SERVICES**

Historic Document Center .....352-2733

Town Beach (Emergency Only) .....352-7033

Tri-Town Council on Youth and Family Services.....887-6512

Veterans' Agent .....682-6378

Council on Aging (at Community Center).....887-3591

Sealer of Weights & Measures.....887-5591





## BOXFORD INFORMATION

The Town of Boxford was incorporated in 1685.

Population — 6,861

Number of residences, (1993) — 2,226

Registered Voters, (December, 1993) — 4,268

Area — 24.39 square miles

Population Density, (1993) — 281 persons per square mile

Miles of Roads, (January 1, 1993) — 107.2

Number of Named Streets — 147

## STATE AND FEDERAL REPRESENTATION

### U.S. SENATORS

Edward M. Kennedy (D)  
United States Senate  
Washington, D.C. 20510  
(617) 565-3170 (Boston)

John F. Kerry (D)  
United States Senate  
Washington, D.C. 20510  
(617) 565-8519 (Boston)

### U.S. CONGRESSMAN

Peter Torkildsen (D)  
120 Cannon Building  
U.S. House of Representatives  
Washington, D.C. 20515  
Tel: (202) 225-8020  
Fax: (202) 225-8037

DISTRICT OFFICE  
70 Washington Street  
Salem, MA 01970  
Tel: (508) 741-1600  
Fax: (508) 744-1640

### GOVERNOR

The Honorable William P. Weld (R)  
State House, Room 360  
Boston, MA 02133  
(617) 727-3600

### STATE LEGISLATORS

Senator Robert C. Buell (R)  
State House, Room 321  
Boston, MA 02133  
(617) 722-1600  
Home: Woodcrest Road  
Boxford, MA 01921

Rep. Forrester "Tim" Clark (R)  
State House, Room 167  
Boston, MA 02133  
(617) 722-2692  
Home: Sagamore Road  
Hamilton, MA 01936

**EAGLE GRAPHICS INC.**

30 Lancaster Street  
Boston, MA 02114











